

BAY CITY
JUNIOR
COLLEGE



1940-1941

1941-1942

Including
Bay County Normal
School

Bay City, Michigan

Our experience with the junior college has been very excellent indeed. The idea of the junior college was born at the University of Michigan during the administration of President Tappan. A Michigan graduate was the founder and first president of the first junior college in America, the Lewis Institute of Chicago. The junior college brings the first two years of college to the doorstep of the student, making higher education available to many who otherwise could not afford it. The University is very grateful to the junior colleges for rendering a valuable service to the State. There are 12 or 14 already in Michigan. Their graduates are making very excellent records for themselves in the University — Remarks by Dean E. H. Kraus, University of Michigan, at the meeting of the Alumni Advisory Council, June 15, 1939.

BAY CITY
Junior College

COMBINED WITH

Bay County Normal School

A municipal institution which provides
two cultural and technical years of college.

Accredited by the University of Michigan, since 1923
and by the North Central Association
of Colleges and Secondary Schools, since 1927

Established 1922

COLUMBUS AT HAMPTON

BAY CITY MICHIGAN

Entrance Requirements

Entrance requirements to Bay City Junior College, **for those who intend to go on later to four-year colleges**, are based on the requirements of that senior college to which the student plans to go. This means a minimum of fifteen high school units, including, usually two major sequences of three or more units and two minor sequences of two or two and one-half units, each. More specific subject requirements will depend on the aims of the student.

For those wishing to enter any of our two-year curricula, admission is granted on graduation from high school and the high school principal's recommendation, without regard to majors and minors.

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CALENDAR

1940-1941

FIRST SEMESTER

1940

September 3	Placement examinations for all new students
September 6 9 10	Registration
September 10	New-student assembly
September 11	Classes start (8 30 a. m.)
November 11	Mid-semester grades due
November 21, 22	Thanksgiving recess
December 20	Christmas holidays begin, (6 p.m.)

1941

January 6	Resumption of classes (8 30 a. m.)
January 20-24	Semester examinations

SECOND SEMESTER

January 24	Placement examinations for all new students
January 28, 29	Registration
January 29	New-student assembly
January 30	Classes begin (8 30 a. m.)
March 31	Mid-semester grades due
April 9	Spring holidays begin (6 00 p. m.)
April 14	Resumption of classes (8 30 a. m.)
June 2-6	Semester examinations
June 8	Baccalaureate services
June 10	Annual Spread
June 11	Commencement

1941-1942

FIRST SEMESTER

1941

September 2	Placement examinations for all new students
September 5, 8, 9	Registration
September 9	New-student assembly
September 10	Classes start (8 30 a. m.)
November 10	Mid-semester grades due
November 20, 21	Thanksgiving recess
December 19	Christmas holidays begin, (6 p.m.)

1942

January 5	Resumption of classes (8 30 a. m.)
January 19-23	Semester examinations

SECOND SEMESTER

January 23	Placement examinations for all new students
January 27 28	Registration
January 28	New-student assembly
January 29	Classes begin (8.30 a. m.)
March 30	Mid-semester grades due
April 1	Spring holidays begin (6 00 p. m.)
April 6	Resumption of classes (8 30 a. m.)
June 1-5	Semester examinations
June 7	Baccalaureate services
June 9	Annual Spread
June 10	Commencement

(Subject to Change)



Bay City Board of Education

Administrative Officers

Benjamin Klager M. A., Superintendent of Schools

F F Price, Business Agent

A. G. Nelson, Auditor

Board of Education

Robert Beckett

L. C. Hale

A. J Copeland

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Frank C. Learman

A. J Rehmus

Officers of the Board 1940-1941

Robert Beckett, President

L. C. Fox, Vice-President

A. G. Nelson, Secretary

A. R. Gray Treasurer

G. W Hand. Attorney

Bay County Normal Board

Eugene B. Elliott, State Superintendent of Public Instruction

Earl S. Goodman, Bay County Commissioner of Schools

Benjamin Klager, City Superintendent of Schools

FACULTY

GEORGE E. BUTTERFIELD, Dean

Principal of Bay County Normal School, Psychology

A. B., M. A., University of Michigan. Additional graduate work, University of Michigan.

IRMA ANSCHUTZ, Head, Department of Latin

A. B., M. A., University of Michigan. Additional graduate work University of Michigan, University of Wisconsin, and University of Colorado.

LOLA L. BISHOP Head, Department of French.

A. B., Smith College. Graduate Work Emerson College of Oratory; Middlebury College Pennsylvania State College Institute of Touraine, France and Colorado State Teachers College.

CHARLES H. CARLSON Instructor, Metal Processing.

Tool and Die Maker Certificate, American School. Twenty years' shop experience, ten years as shop foreman four years apprentice supervisor at Industrial Brownhoist Company Bay City Additional work Western State and Central State Teachers Colleges.

E. G. CULVER, Instructor Mechanical Drawing.

B. S., M. E., Michigan State College of Applied Science.

VIRGINIA EICHOLTZ, Instructor Art.

B. S., Southeast Missouri State Teachers College.

M. A., Michigan State College.

H. R. EVANS, Instructor Music.

B. Music, University of Michigan.

META EWING, Instructor Mathematics.

B. S., M. S., Michigan State College. Additional graduate work. Michigan State College and University of Chicago.

G. M. FRENCH, Head, Department of Economics.

A. B., Alma College M. A., University of Michigan.

CLAYTON R. GARLOCK, Head, Department of Agriculture and

Physiology B. S., Michigan State College. Graduate work Cornell University and University of Michigan.

J. H. GEORGE, Head, Department of Astronomy and Geology

B. S., M. A., University of Chicago. Additional graduate work University of Chicago and University of Iowa.

CURTIS R. GUSTIN, Instructor, Woodshop.

B. S., Western State Teachers College.

ERMA JOAN HELLMUTH, Head, Department of Spanish.

A. B., M. A., University of Michigan. Graduate work Centro de Estudios, Madrid Centro de Estudios, Mexico. Diploma of Suficiencia, Centro de Estudios Historicos, Madrid. Lectures at the University of Buenos Aires, Argentina, and the University of Santiago, Chile.

ADA E. HOBBS, Instructor English.

A. B., M. A., University of Michigan. Additional graduate work University of Wisconsin and University of California.

ERMA B. HODGSON Head, Department of Geography, Sociology

A. B., M. A., University of Michigan. Field work in Japan. Lecture course, Nippon Cultural Institute, Karuizawa, Japan. Reconnaissance: China, Hong Kong, Philippine Islands, Eastern and Western U. S. and Canada. Social work Christopher House Settlement, Chicago World War Measure Hospital, Bay City University of Michigan Hospital, Ann Arbor

ELSON C. HOOD, Instructor, Physical Training, men.

Life Certificate, Central State Teachers College. Additional work Central State Teachers College and University of Michigan.

ALICE A. HOWE, Instructor, Chemistry

A. B., Olivet College M. A., University of Michigan. Life Certificate, Michigan State Normal College. Additional graduate work University of Colorado.

LIBBIE KESSLER, Librarian Instructor, Library Science.

A. B., University of Michigan. Graduate work in Library Science at the University of Illinois.

H. C. KLINGBEIL, Head, Department of Speech, and Instructor in English.

A. B., Pennsylvania State College. M. A., University of Michigan. Additional graduate work University of Pennsylvania University College of Wales, Aberystwyth London School of Speech and Drama Oxford University and University of Wisconsin.

ELIZABETH KRAFKA, Head, Department of Biology

A. B., Lake Forest College. M. A., University of Wisconsin. Additional graduate work Marine Biological Laboratory Woods Hole, Massachusetts University of Iowa and Rocky Mountain Biological Station, Colorado.

GEORGE L. MARTIN Head, Department of Chemistry

A. B., M. A., University of Michigan. Life Certificate, Michigan State Normal College.

NELLIE MAY MCGREGOR, Instructor, English.

B. Ed., Michigan State Normal College. A. B., M. A., University of Michigan.

INA B. PALMER, Head, Department of History and Political Science.

A. B., M. A., University of Michigan.

FLORENCE PRESLEY, (MRS.) Assistant Librarian.

Life Certificate, Michigan State Normal College.

GEORGE A. RACE, Instructor, Penmanship.

A. B., Dixon College, Dixon, Illinois. Additional work Michigan State Normal College, Business Institute, Rochester N. Y. and Zanerian College, Columbus, Ohio.

FRED B. ROGERS, Head, Department of Physics.

A. B., Morningside College, Iowa. M. S., University of Michigan.
Additional graduate work University of Chicago and University of Michigan.

ADA I. ROYAL, Instructor, Physical Education and Health Education, Women.

B. S., Michigan State Normal College. Graduate work University of Michigan and Columbia University

MATHILDA SCHROEDER, Head, Departments of English and German. A. B., M. A., University of Michigan.

A. EDWARD STILES, Instructor in History

A. B., M. A., University of Michigan.

H. E. TEN EYCK, Head, Commercial Department.

B. S., A. B., Michigan State Normal College. M. A., University of Michigan. Practical experience in accounting, salesmanship, and insurance.

GEORGE D. TUNISON Instructor Accounting and Education.

A. B., M. A., University of Michigan. Fifteen years of business experience in accounting and selling.

CAROLYN K. WHITE, Supervisor of the Training School and Instructor in Education.

B. S., Michigan State Normal College. Life Certificate, Michigan State Normal College. Additional work Ohio State University Western Reserve University; Milwaukee State College and Columbia University

CORAL M. HUFFMAN, Recorder.

A. A., Bay City Junior College.

ISABEL B. ROBETOY, Bursar

A. A., Bay City Junior College.

Faculty Organization

Many of the members of the faculty have teaching and administrative duties in Central High School or in some other part of the city school system. A number approximately equivalent to a full-time faculty have been assigned by the Superintendent of Schools to responsibility for student activities for student advising, and for academic and administrative problems in the Junior College. These latter instructors, together with the Dean, the Recorder and the Bursar constitute the Faculty Council. Membership in the council is subject to change from one semester to another.

Faculty Council: Miss Anschutz, Miss Bishop, Mr. Butterfield, Miss Ewing, Mr. French, Mr. George, Miss Hellmuth, Miss Hobbs, Miss Hodgson, Miss Howe, Miss Huffman, Mr. Klingbeil, Miss Krafka, Mr. Martin, Miss McGregor, Miss Robetoy, Mr. Rogers, Miss Schroeder, Mr. Stiles, Mr. Ten Eyck, and Mr. Tunison.

Standing Committees of the Faculty Council. The committees, wherever practicable, will work in co-operation with student organizations or with officers and committees of the Student Council. The Dean is ex officio a member of all committees.

Administration. Mr Butterfield, chairman Mr George, Miss Hodgson, Mr Rogers.

Attendance. Miss Krafka, chairman, Miss Hobbs, Miss McGregor.

Educational Policies. Miss Anschutz, chairman, Mr. French, Mr George, Miss Hellmuth.

Instruction. Mr Rogers, chairman Miss Bishop, Miss Ewing, Mr Tunison.

Library Miss Hobbs, chairman Miss Howe, Mr. Klingbeil, Mr Stiles. Miss Kessler and Mrs. Presley ex officio members.

Personnel Service. Miss Hodgson, chairman Mr George, Miss Howe, Miss Krafka, Mr Ten Eyck, Mr Tunison.

Professional Interests. 1940-41 Miss Hobbs, chairman, Miss Ewing, Mr. Tunison.

Public Meetings. Mr Klingbeil, chairman Miss Bishop, Miss Hobbs, Mr Stiles.

Public Relations. Mr French, chairman Miss McGregor, Mr Ten Eyck.

Social. Miss Bishop, chairman Miss Ewing, Miss Howe, Mr Martin.

Sports. Mr Martin, chairman Mr French, Mr Stiles. Mr Hood and Mr Olsen, ex officio.

Women. Miss Schroeder chairman Miss Anschutz, Miss Hellmuth. Miss Royal, ex officio.

GENERAL INFORMATION

HISTORY AND LOCATION

In July 1922, upon recommendation of G. L. Jenner Superintendent of the public schools of Bay City and in accordance with Act 146, P. A. 1917 of the State of Michigan, the Bay City Junior College was established by the board of education as a part of the Bay City school system. It is housed in the Central High School building on Columbus avenue, where the class rooms, laboratories, auditorium, gymnasium, swimming pool, and cafeteria are available to college students.

The University of Michigan assisted in organizing the college by advising as to what courses to offer and by tentatively approving both courses and instructors. The college was opened in September, 1922, to a freshman class. During the spring of 1923, the Junior College Accrediting Committee of the University examined the new institution as to instruction, laboratory equipment, library facilities, and other fundamentals. As a result, the Bay City Junior College was placed on the accredited list of junior colleges. The work of the sophomore year was added to the college curriculum in September 1923 making it possible for graduates to enter the senior colleges as juniors and to get the bachelor degree in two years of additional work.

Formal graduation was not instituted until June, 1926, when twenty candidates were awarded Associate titles and one was granted the teacher's certificate.

It has at all times been the aim of the college administration to deserve this confidence on the part of the state university which has enabled the graduates of Bay City Junior College to enter the University of Michigan with full credit for work satisfactorily completed here and also to enter colleges and universities in all parts of the United States.

The college was examined by the commission on higher education of the North Central Association of Colleges and Secondary Schools, as a result of which it was placed on the association's accredited list of junior colleges in April, 1927.

From 1925 to 1935 Bay City Junior College issued the Junior College Certificate, a three-year teaching certificate granted by the state board of education to those in junior colleges who completed a two-year course in education. This certificate has been discontinued. In September 1934, the Bay County Normal School was made a part of the Bay City Junior College. Under this plan graduates of the County Normal Curriculum receive the County Limited Certificate.

The Bay County Normal School was established in the Riegel School building in 1923 by action of the Bay City board of educa-

tion and the Bay County board of supervisors. The County Normal board consisted of Webster H. Pearce, superintendent of public instruction, G. L. Jenner, superintendent of schools, and J. B. Laing, county school commissioner. The work was started with a class of seventeen, Miss Agnes True being principal and Miss Carolyn White critic teacher. Under the original plan this provided a one-year course for training teachers for the rural schools. By consolidation with the Junior College two years of college work is required and corresponding transfer credit is granted by the state teachers colleges.

The total Junior College enrollment for each of the past eighteen years was as follows.

1922-1923	 91	1928-1929	 182	1934-1935	 353
1923-1924	 112	1929-1930	 199	1935-1936	 388
1924-1925	 100	1930-1931	 259	1936-1937	 379
1925-1926	 125	1931-1932	 337	1937-1938	 373
1926-1927	 159	1932-1933	 402	1938-1939	 421
1927-1928	 191	1933-1934	 352	1939-1940	 414

PURPOSE

The purpose of the Bay City Junior College is at least three-fold

I. To prepare students for further college work.

I. It provides the first and second years of college work for students who expect to take general college training in a standard four-year college.

2. It provides the first and second years of college work for students who expect to enter the professions such as business administration, engineering, medicine, dentistry law and teaching.

(Credits from the Bay City Junior College are accepted by the University of Michigan, Michigan State College, state teachers' colleges and other standard colleges throughout the country)

II. To provide two years of college work which are more or less complete in themselves, such as semi-professional work, preparing students for more efficient work in local or other factories and in business and professional offices.

III. To give cultural work of from one to four semesters' duration for those living in and around Bay City who are interested in literature and the arts, or in other branches of learning, which they have not had the opportunity to pursue. Adults who have had some college training, or who have not finished a formal training, or who would enjoy a review of favorite college subjects, are welcome in these courses, in only one or more subjects, if registration requirements are complied with.

FACILITIES FOR INSTRUCTION

The Faculty

All the members of the faculty are experienced teachers, with specialized training in their teaching fields. Detailed information on the faculty is given elsewhere in this announcement.

The Class Rooms

The class rooms, the shops, and the laboratories are all well equipped.

The Libraries

In addition to the school library used by both high school and junior college students, those in attendance here have easy access to the Bay City Public library and to the Sage library which are conceded to be among the finest in the state for cities of the size of Bay City.

STUDENT SERVICES

The Cafeteria

The cafeteria is conveniently located on the first floor of the building. Conducted at cost and under the most modern methods, the cafeteria offers well-balanced meals throughout the year at an extremely low cost.

The Bookstore

Students may purchase their books, either new or second-hand, in the Junior College Bookstore, located in the Junior College office. Operated under student supervision, the Bookstore offers students an opportunity to buy their books at cost.

Additional services such as the purchasing of ink, paper pencils, and other supplies are available in the Junior College office.

Placement Bureau

This bureau was installed to aid graduates of the Trades and Business curricula in obtaining positions. This service is now extended to all students and graduates who wish to register with the bureau. Students needing to work while in college frequently obtain part-time work. Many graduates are placed in desirable full-time positions. The Junior College does not guarantee a position to each graduate, but does give every possible aid in suitable placements.

ADVANTAGES

To Local Students

Attendance at the Bay City Junior College presents the following advantages to local students

1. Home ties need not be broken until the students are more advanced in years.



A Corner of the Library

2. The expense of college training is naturally reduced making it possible in many cases for students to receive college instruction who would not otherwise be able to do so.

3. The smaller classes afford greater opportunity for individual instructional attention and better acquaintance with the faculty members.

4. The fine modern building and equipment are much in advance of many colleges which have been longer established.

To Non-Resident Students

Students living outside the city limits whose accessibility to Bay City Junior College makes it possible for them to come from their homes daily find the advantages as great as though they lived in the college town. Others in this part of the state, but living too far for the daily trip, are able to go home for week-ends which they would find impossible if attending colleges farther distant.

Those who wish to secure board and room should apply to the Recorder for a list of boarding and rooming houses.

CONDUCT OF STUDENTS

Junior college students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and unquestionable.

High Grade Work Demanded

College work is more difficult than high school work. It is essential that those who take up studies in this institution be ready to devote their best efforts to the work with a full realization that their success rests on their own shoulders. **The junior college could not justify its existence** if it did not require the same kind of work and demand the same degree of personal responsibility as do the higher institutions of learning which many of its students are preparing to enter.

Attendance

Students are expected to attend classes, laboratory periods and assemblies regularly. Excessive absence may be considered as sufficient reason for reduction of credit or expulsion from college.

COLLEGE ACTIVITIES

The Bay City Junior College encourages athletics and club activities of the proper type, believing that those activities build an esprit de corps and furnish experiences which are conducive to the best development of the students. Membership, however on an athletic team or in a club is entirely dependent upon the student's ability to handle that activity along with the regular college work.

The Activity fund enables the Student Council and the faculty to sponsor a varied program in sports, forensics, social affairs, group and club activities, bi-weekly and annual publication (The Crucible) and public relations.

Student Council

Participation of students in governing of junior college activities is provided for by the Student Council. Consisting of four sophomores and four freshmen members elected from the student body at large, the Council has a real voice in the management of student affairs. With the advice of the faculty the Council supervises all student activities and determines appropriations from the Activity fund for their support.

Athletics and Clubs

Athletic teams represent the college in intercollegiate contests, including basketball, swimming, golf, and tennis. Both the women and the men of the college take part in their respective intramural sports.

Special clubs promote study along certain lines of interest, usually organized along curricular lines.

Business Ad Club

At the monthly luncheon meetings of the Business Ad club, students are given an opportunity to discuss methods with local business men.

"The Crucible", Publication

The student publication, "The Crucible" takes the form of a newspaper issued every two weeks, with an annual edition at the close of the school year. The cost of publication is taken care of by the Activity fund, so that distribution of the bi-weekly paper is gratis among the students.

Debating, Oratory, and Dramatics

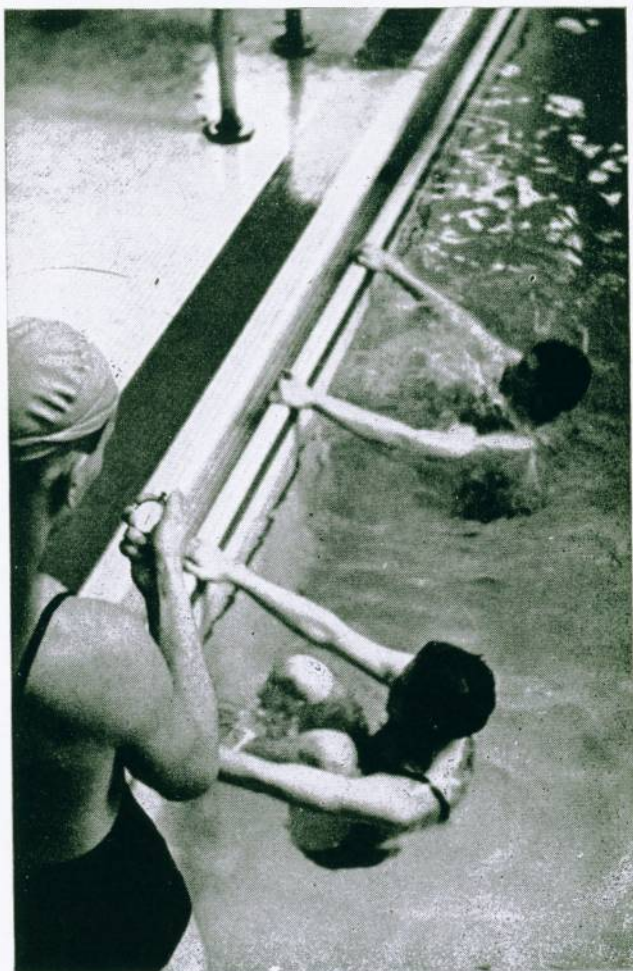
Debating, oratory and dramatics are conducted under the direction of the Speech Department. Bay City Junior College as a member of the Michigan Junior College Debate League engages practice contests with several state colleges. Debating, oratory and dramatics are activities open to anyone interested.

Engineers' Club

The Engineers' club offers forum discussions in which technical students may make contacts with industrial leaders of the state.

The International Relations Club

The International Relations Club provides a forum for the discussion of international affairs. It aims to create an interest in world peace and world citizenship. (A member of the International Relations Clubs sponsored by the Carnegie Foundation for International Peace.)



J. C. Y. Club

The J. C. Y. Club is a voluntary organization composed of Junior College students and faculty. It is affiliated with the local and state Y. M. C. A. Its purpose is to promote friendliness, informal discussions and forums, pledging co-operation in all matters pertaining to the best interests of the college, to help fellow students with their personal problems, and encourage Christian living.

Music

The organization of musical groups, instrumental and vocal, ranging from quartets to full choirs, is encouraged.

Business Women's Club

Women students in the Secretarial and other business curricula are eligible for membership in the Junior College Business Women's Club. At luncheon meetings once a month, men and women who are experienced in business are guest speakers.

Phi Theta Kappa, Honor Society

The Beta Gamma Chapter of Phi Theta Kappa, national honor fraternity for junior colleges, was established at Bay City Junior College in 1931. Election to membership is the highest academic honor a student can attain. The faculty annually invites to membership a limited number of students of high scholarship, of distinctive helpfulness to the college, and of outstanding character and personality as revealed in contacts with fellow students and instructors.

Rifle Club

A modern rifle range offers practice for Rifle club members to prepare for matches with other local and national organizations.

Socio-Geographic Group

The Socio-Geographic Group provides an outlet for discussion of an informal nature, along special lines of interest to the individual members. A free hour following the open forums provides a pleasant social activity. Membership is limited to twenty-five, the quota being filled each year by selection on the receipt of written applications.

Tetra-Sci

Through Tetra-Sci round tables, students in pharmacy pre-medical, and pre-dental courses may discuss problems with professional men active in these fields. The club arranges visits to various centers of these professions.

Women's League

The Women's League supervises the social and general welfare of Junior College women. Through its activities scores of loans have been made in the past to students, both men and women. The Faculty Committee for Women's Affairs is able to help girls from out of town in selecting homes for them. The League itself, through its groups, keeps up a keen competition in scholarship.

SCHOLARSHIP RECORDS

Examinations and Reports

At least two formal examinations are held each semester known as the "mid-semester" and the "final" both required of all students. The exact time of the "mid-semester" however is left to the discretion of the instructor. Reports are issued to students following the formal examinations, twice each semester. Students whose averages are low are placed on the Special list, and are referred to a special adviser.

The division of this group is made on the basis of individual needs into Special Problems Group, Warning Group, and Probation Group. Re-instatement problems, study programs, and outside employment in its relation to college studies are considered by the adviser with student and parent co-operation.

Grades

Grades are recorded as follows A-Excellent B-Good C-Fair D-Deficient, passed without points E-Not passed I-Incomplete X-Absent from examination.

Incompletes and excused absences from examinations must be made up during the first month of the semester following that in which they were received.

Credit Points

Each hour of credit is valued in points as follows A-three honor points B-two honor points C-one honor point D-no honor points E-no hours credit and negative one point.

Only such students as have done satisfactory work can be recommended without qualification for advanced work in other institutions.

An **Honor Roll** is comprised each semester of students who have received honor points as follows

Credit Hours Carried	Honor Points
15 or more	30 or more (2 per hour)
14	29
13	28
12	27 (2.25 per hour)

EXPENSES

I—Fees.

Fees are due on the date of registration each semester. However at present the Board of Education allows a partial payment plan. By this plan the student makes a cash payment at the time of registration and files a note for the balance payable in installments over a period of two months. The cash payment for resident students should be not less than \$5.00; and for non-resident students, not less than \$10 00.

A—Matriculation fee. A fee of \$5.00 is due from each student at his first enrollment only

B—Tuition.

1—For regular and special students.

a—Residing in Bay City \$37 50 per semester

b—Residing outside the city limits, \$62.50 per semester

Non-residents who pay taxes on Bay City property may be

allowed to apply part of the current school tax on this fee.

2—For part-time students.

a—Residing in Bay City, \$3.50 per credit hour

b—Residing outside city limits, \$6 00 per credit hour

Note Physical training counts as one credit hour in determining part-time fees.

3—Students electing more than the regular load. Students electing extra hours of work will be charged at the part-time rate for the hours in excess of eighteen.

Note School districts are authorized to pay tuition as follows, by Act 157 of the 1935 legislature "School districts not maintaining a junior college are hereby authorized by a majority vote of all electors qualified to vote at any school election to pay the tuition cost, in whole or in part, for education of all junior college pupils residing in such district to the nearest school district maintaining a legally established junior college, and to provide transportation to and from said junior college for all junior college pupils residing in such district."

C—Activity fee, \$5.00 a semester Part-time students, \$.50 per credit hour

D—Late registration fee. Students registering after the regular days set for registration will be required to pay a late registration fee of \$2.00.

E—Graduation fees. No additional fee is charged those who qualify for graduation.

F—Laboratory and miscellaneous fees. Certain fees are charged in laboratory shop, and drawing courses as follows:

Accounting	\$ 1.00
Art	1 00
Biology 1, 2, each.....	3.00
Chemistry A, 1 2 21, each.....	5.00
Chemistry 5.....	8.00
Chemistry 24	10.00
Drawing 1, 2, each.....	1 50
Drawing 3 4, 23 each.....	1.00
Economics 29.....	1.00
Geography 5, 6, each.....	1.00
Geology 1, 2, each.....	2.00
Physics 1, 2, 21 22, each.....	3.00
Psychology 1 21, each	1.00
Secretarial Technique	2.00
Shop 1 2, 3 4, each.....	2.00
Typing	2.00

G—Examination fee. Students absent from examinations will be charged a fee of \$1.00 for each special mid-semester examination and \$2.00 for each special final examination.

NOTE Remission of fees. Students who, for some unexpected reason, are obliged to leave college within the first few weeks of the semester may receive a refund of some portion of the tuition which they have paid. Such refund, however is entirely optional with the Board of Education. Application for refund should state conditions of withdrawal and should be given to the Dean who will submit it with the necessary data as to attendance, to the Board. The present rule is to charge \$3.50 per week for residents and \$6 00 per week for non-residents from the beginning of the semester to the date of withdrawal.

II. Instructional Materials.

A—Textbooks. Textbooks may be purchased at reduced rates at the college office. Books cost approximately \$10.00 a semester varying with the courses.

B—Supplies. Supplies may be purchased at reduced rates at the college office.

C—Cash Cards. Cash cards for the purpose of securing laboratory supplies and for paying for laboratory breakage may be purchased in the office at \$.50 and \$2.00 each. Unused amounts are refunded upon presentation of the card.

III. Loans and Scholarships.

Women's League Loan Fund. A loan fund, available for men and women regularly enrolled in the college, has been maintained since 1928 by the Women's League of the institution. Applications are submitted to the Dean.

Ecclesia Scholarship. This scholarship, the earliest in Junior College, has been awarded since 1928 by Ecclesia, girls' literary club of Central High School. The gift covers tuition fees for one semester and is granted semi-annually to the Ecclesia member graduating with the highest scholastic standing.

University of Michigan Alumnae Scholarships. The Bay City Chapter of the University of Michigan Alumnae Council established in 1935 two scholarships of \$30 each, which paid tuition fees for a freshman and a sophomore girl. In 1938 it was changed to one of \$60. The award is made annually to a girl entering Junior College from Central High School and is continued throughout the second year if the student's work is satisfactory. The recipient is chosen by a committee of the organization, which bases the selection upon the girl's scholarship and character and the usefulness of the gift to her.

Ne Plus Ultra Scholarship. Ne Plus Ultra, a girls' club in the Commercial Department of Central High School, has awarded annually since 1934 a scholarship covering matriculation and tuition fees for the first year in Junior College. The holder is chosen for high scholarship by a committee of the faculty chosen from the Commercial Department.

Bay City Panhellenic Scholarship. This scholarship, established by the Bay City Panhellenic Society in 1935, is awarded annually and covers matriculation and tuition fees for a year. The society selects an all-around girl with at least a B average, to whom members think the gift will be useful.

Bay City Teachers' Club Scholarship. The Teachers' Club usually grants each year to a graduate of Central High School the sum of sixty-five dollars to be used for tuition and books. The award was made for the first time in 1935. A committee consisting of the Principal and Assistant Principal of Central High School together with three other persons appointed by the Principal, determines the qualifications to be required from the applicant and the helpfulness of the scholarship to the student.

Edith Maddaugh and Guy Ferris Scholarships. These scholarships were established in 1935 by the Quorum Club of Central High School in memory of Miss Maddaugh and Mr Ferris, who were beloved members of the faculty. The value of each award is thirty dollars, and each is awarded annually. The Guy Ferris scholarship may be held by any graduate of Central High School, while the Edith Maddaugh scholarship is usually given to a member of the Quorum Club. The organization makes the awards after considering the student's school citizenship, character, scholarship, and his service to the school.

Harding-Olk-Craig Post No. 18 American Legion Scholarship. Offered to sons and daughters of World War veterans of Bay County. One scholarship each year. Amount, \$60.00. Open to freshmen only.

Board of Education Scholarships. The Bay City Board of Education established in the spring of 1938, six scholarships of \$50 each, to Junior College, to be granted to graduates of high schools in the vicinity of Bay City. The awards will be made on the high school record of the applicant, together with recommendations from the principal and the other designated persons, by a scholarship board to be headed by the Dean. Those interested should write the Dean for further details.

NYA Awards. For 1940-1941 the Board of Education offers three awards, covering tuition and fees, to youth employed on the NYA out-of-school work program. Recommendations for these awards will be made by the National Youth Administration of Michigan. Similar awards for 1941-1942 will depend on action of the Board of Education.

IV Part-time Employment.

Many students help to pay their expenses by part-time employment. It is essential that such students adjust their total college and work load so as to protect their health and their scholastic standing.

a. **Placement Bureau.** (See page 12)

b. **NYA College Work Program.** At present the National Youth Administration provides funds which may be used to furnish employment to students who otherwise would not be able to attend college. Application blanks will be furnished from our office on request.

ENTRANCE REQUIREMENTS

REGULAR STUDENTS

A. Programs of study complete in two years:

For applicants wishing to enter the General Academic curriculum, or any of the semi-professional programs in trades and business (see page 26) admission is granted to any high school graduate with a satisfactory record. There are no specific subject requirements other than are needed for high school graduation.

B. Programs of study for transfer to senior colleges:

Applicants wishing to enroll as regular students in one of the affiliation programs (see page 28) for later transfer to a senior college, must be graduates of accredited high schools, with an average of C or better in academic subjects. They should satisfy the entrance requirements for the corresponding curriculum in the university or college which they plan to attend.

Admission with deficiencies:

Students otherwise eligible for an affiliation curriculum, but who are deficient in one or two of the required academic units, may enter conditionally. The deficiencies should be removed before the beginning of the second year of work. This may be done by taking the proper courses in Junior College or in Central High school, without college credit.

NOTE Students from non-accredited high schools, students lacking more than two required units, and those whose academic average is below C, will be required to enroll in a two-year curriculum for one or more semesters. Transfer of such a student to the affiliation curriculum of his choice will depend on the removal of subject deficiencies, if any and on making a satisfactory academic record.

SPECIAL STUDENTS

Adults who cannot satisfy the regular entrance requirements, but who show that they are qualified to pursue the studies desired, may be admitted as special students.

PART-TIME STUDENTS

Students who, for satisfactory reasons, wish to elect less than eleven hours of work, may enter as part-time students. Such students cannot be unqualifiedly recommended for transfer to other institutions until they have carried regular work for at least one semester.

HEALTH REPORT

Every new student is required to have a health examination. This may be given by his family physician, the report being made on the Bay City Junior College health examination blank. Members of the Bay County Medical Society have agreed to give the examination for a fee not to exceed \$2.00. The examination will be waived only for certain part-time and special students.

APPLICATION FOR ADMISSION

The student must forward, either through the high school office or direct to the Junior College office

1. the Application for Admission,
2. the Health Report, and
3. his Photograph.

The high school principal or the superintendent must forward direct to our office the Transcript of Credits and Certificate of Recommendation.

Note The necessary blanks may be obtained through your high school office, or they will be sent direct from our office on request.

Students are urged, as far as possible, to file their applications during their last semester in high school or soon after graduation.

Advanced Standing.

Students entering with credits from another college are asked to file the regular application for admission, the health report, and the photograph. An official transcript of credits from the college will usually take the place of the high school transcript and recommendation.

REGISTRATION PROCEDURE

For registration dates see the calendar, page 3

All students should complete registration before classes start if at all possible. Those entering after the scheduled registration period are charged a Late Registration fee of \$2.00. Beginning with the first meeting of the class, attendance is carefully recorded.

- 1 Entrance examinations for all new students.

A battery of tests will be given in advance of formal registration in order to furnish the advisers with information about the student's abilities and needs.

2. Registration will start in Room 348 where the student will be given an instruction sheet and a schedule of classes.
- 3 Faculty advisers will confer with the students and supervise the filling out of the necessary forms. New students should start registration on the first day. This will give more time to work out special problems that may arise.
4. Elections.

The particular courses that a student should elect depend on the requirements of the curriculum in which he enrolls or on the special requirements of the institution to which he expects to have his credits later transferred.

5. Fees are payable as soon as the adviser has approved the student's elections. If the Partial Payment plan is to be used, complete arrangements should be made at this time.

INSTRUCTIONS TO FRESHMEN

1. Physical Training 1 and 2, and English 1 and 2 or 1E and 2E, are required of all freshmen.

2. Many colleges limit the courses open to freshmen. This should be taken into account in the freshman's plans. Courses numbered 21 or over are not open to freshmen without special permission from instructor and Dean.

3 Courses taken by freshmen in the first semester should, if possible, be continued through the second.

4. No course which is a repetition of a unit accepted for entrance credit may be taken in college for transfer credit.

INSTRUCTIONS TO FRESHMEN AND SOPHOMORES

1. **EXTRA HOURS** may be carried only if formal request for permission has been made and approved. Such request will be considered only if the student has earned at least one and one-half as many points as hours during the preceding semester and must be made on a blank provided by the Recorder approved and signed by the student's adviser and the Dean, and filed with the Recorder. Extra hours are seldom allowed a student in his first semester of residence.

(Any number of hours beyond sixteen will be regarded as extra, unless more than sixteen are included in the program of the student's curriculum.)

2. **CHANGE IN ELECTIONS.** Written requests for change in elections, approved by the adviser the instructor and the Dean, must be filed with the Recorder. No change should be made until final approval has been given. Except in cases of ill health, overload, or other excellent cause, subjects dropped will be recorded as failures.

3. **WITHDRAWALS FROM COLLEGE.** Any student wishing to withdraw before the end of a semester should explain conditions to the Dean and ask for honorable dismissal. He should continue to attend all classes until such dismissal has been granted.

4. **TRANSFER OF CREDIT** Recommendation in connection with transfer of credit will be granted or withheld on the basis of the student's complete scholastic record, in the light of the requirements of the school to which the transfer is requested, and of his possession of the personal qualities requisite for success in college.

GRADUATION REQUIREMENTS

a. Graduation from Bay City Junior College means that the student has completed two years of college work in accordance with the special requirements of the curriculum in which he has enrolled.

b. Students completing sixty hours of credit are granted a Certificate of Graduation. Those who have earned, also, sixty or more honor points in accordance with the requirements are granted, upon recommendation of the Dean and the superintendent of schools, a certificate with the title of Associate in Arts or Associate in Science.

c. A student in an affiliation curriculum may if he has sufficiently high scholastic average, be graduated with less than sixty hours of credit, but in no case with less than 56.

d. All candidates for graduation must have completed Physical Training 1 and 2 English 1 and 2 or 1E and 2E and Political Science A or its equivalent.

e. Students who have made a high percentage of honor points are granted, besides a title, the added distinction of graduating "With High Honor" or "With Honor" which is included on their diplomas.

f. The candidate must have been in residence at this or another institution of collegiate rank for the equivalent of at least four semesters he must have been in residence at this college for a regular program of work for at least the last semester of his junior college study

PROGRAMS OF STUDY

The programs of study are divided into two main groups.

1. Two-year Vocational and Cultural Curricula. These are for students who plan to complete their formal education in Junior College. The vocational programs prepare the student for direct entrance into the industrial and business world at the semi-professional level.

CURRICULA

Accounting
General Business
General Academic
Industrial Engineering
Secretarial

ADVISERS

Mr Tunison
Mr Tunison
Miss Anschutz
Mr Rogers
Mr TenEyck

II. Affiliation Curricula. These are planned to enable the student to transfer to the University of Michigan and to other colleges and technical schools with little or no loss of time.

CURRICULA

ADVISERS

Applied Science, preliminary to

Agriculture, Home Economics,
Conservation, Medical Technology
Dietetics, Nursing, etc.
Forestry

Miss Krafka

Engineering Mr Rogers, Miss Ewing

Liberal Arts (including Pre-
Education)

Miss Bishop, Miss Hellmuth,
Mr Klingbeil, Miss McGregor

Pre-Business Mr French, Mr Tunison

Pre-Dentistry Miss Howe

Pre-Journalism Miss McGregor

Pre-Law Mr Stiles

Pre-Medicine Mr Martin, Miss Howe

Pre-Pharmacy Miss Howe

Teacher Training Miss Hobbs

County Normal
State Limited Certificate

The division of the programs into the two groups is a matter of convenience. Students completing work in the first group with a good record often decide to continue their studies and are granted transfer credit for much of their Junior College work even though it was not planned for that purpose. On the other hand, a large part of the studies in the second group have immediate vocational value if the student finds that he cannot continue beyond Junior College.

PROGRAMS OUTLINED

The following programs are suggested. Changes should be made only with the approval of the adviser

I. Two-Year Curricula

1. BUSINESS

a. Accounting Curriculum

First Year			
First Semester		Second Semester	
Accounting 1	3 hours	Accounting 2	3 hours
Economics 1	3 hours	Economics 2	3 hours
Economics 3	3 hours	Economics 4	3 hours
Economic History		Economic History	
English 1	3 hours	Economics 5	3 hours
Geography 3	4 hours	Business Organization	
Physical Training 1		English 2	3 hours
		Physical Training	
Second Year			
First Semester		Second Semester	
Advanced Accounting	3 hours	Advanced Accounting	3 hours
Economics 28	3 hours	Economics 26	3 hours
Banking and Finance		Economic History	
Economics 31	3 hours	Economics 32	3 hours
Business Law		Business Organization	
Mathematics 30	3 hours	Electives	6 or 7 hours
Electives	3 or 4 hours	Suggested electives Typewriting A, Advanced Accounting, Economics 33, Speech 25, Economics 29.	

b. General Business Curriculum

First Year			
First Semester		Second Semester	
Accounting 1	3 hours	Accounting 2	3 hours
Economics 1	3 hours	Economics 2	3 hours
Economics 3	3 hours	Economics 4	3 hours
English 1	3 hours	Economics 5	3 hours
Geography 3	4 hours	English 2	3 hours
Physical Training 1		Physical Training 2	
Second Year			
First Semester		Second Semester	
Economics 27	3 hours	Economics 26	3 hours
Labor Economics		Marketing	
Economics 28	3 hours	Economics 32	3 hours
Banking and Finance		Business Law 2	
Economics 31	3 hours	Economics 33	3 hours
Economics 34	3 hours	Economics 29	3 hours
Business Communication		Speech 25	3 hours
Mathematics 30	3 hours		
Typewriting A*	2 hours		

*Note Students who have had typewriting in the high school may be excused from this course provided they are able to fulfill the requirements of this department that all term papers, or other written work be prepared in typewritten form.

c. Secretarial Curriculum

This curriculum is for college students who desire to prepare themselves for the duties of private secretaries, office managers, and correspondence managers.

It is recommended that students in this curriculum, if possible, complete Mathematics 30.

First Year

First Semester		Second Semester	
Accounting 1	3 hours	Accounting 2	3 hours
Economics 1	3 hours	Economics 2	3 hours
English 1	3 hours	English 2	3 hours
Physical Training 1		Physical Training 2	
Shorthand 1	4 hours	Shorthand 2	4 hours
Typewriting 1	2 hours	Typewriting 2	2 hours

Second Year

First Semester		Second Semester	
Economics 31	3 hours	Economics 32	3 hours
Economics 34	3 hours	Economics 33	3 hours
Shorthand 3	4 hours	Secretarial Technique	3 hours
Typewriting 3	2 hours	Shorthand 4	4 hours
Electives	3 or 4 hours	Typewriting 4	2 hours

2. TRADES**Industrial Engineering Curriculum**

This curriculum is for the young man who wishes to further prepare himself beyond the high school along mechanical lines for such occupations as draftsman, tool designer toolmaker, machinist, pattern maker foundry man, etc. It is also an excellent preparation for shop foreman or superintendent. Special problems of students in this curriculum are referred to L. L. Yeakey Head of the Vocational Department of the Public Schools. Curriculum adviser Mr Rogers.

First Year

First Semester		Second Semester	
Drawing 1	3 hours	Drawing 3	3 hours
English 1E	3 hours	English 2E	2 hours
Physical Training 1		Physical Training 2	
Shop 4	2 hours	Shop 1	2 hours
Speech 1	1 hour	Speech 2	2 hours

Electives in Economics, Geography Geology Mathematics, Orientation, to make 15 hours.

		Second Year	
First Semester		Second Semester	
Drawing 4	3 hours	Shop 2	2 hours
Shop 3	2 hours		

Both semesters electives added, to make a total of 16 hours.

Electives recommended in addition to those suggested in first year Physics, Chemistry 5 and 6 Economics 27 Business Law 31 and 32. Salesmanship. Additional credits in Machine Shop, Woodshop, Mechanical Drawing and Applied Mechanics may be arranged for a special occupation in industry

3. General Academic Curriculum

This curriculum is planned for students who expect to complete their formal education at the junior college level but who have general culture rather than a vocation as their aim. Not planned for transfer credit, the curriculum allows the well qualified student a broader field of electives than is possible in the liberal arts curriculum.

It is also for the student not qualified for admission to an affiliated curriculum, either because of scholastic or subject deficiencies, while continuing his general education. When he has removed the deficiencies, he may transfer to an affiliated or semi-professional curriculum.

In general, the student in this curriculum will be expected to distribute his elections in the various fields of study as outlined in the liberal arts curriculum language and literature, mathematics and science, history and social studies. It is planned to develop survey courses in these and other fields as demand warrants.

II. AFFILIATION CURRICULA

Applied Science—Michigan State College

Pre-Agriculture

Pre-Landscape Architecture

Pre-Home Economics, Dietetics, Conservation, Medical Biology etc.

Since for specialized curricula at Michigan State College, certain technical courses given in the first two years cannot be offered in junior college, it is necessary for the student to consult the Michigan State College department in order to determine the amount of credit that can be earned in a junior college.

Pre-Forestry Curriculum

(For University of Michigan entrance)

Pre-Forestry Curriculum is in preparation for entrance to the School of Forestry and Conservation at the University of Michigan or for Michigan State College. The Forestry course at the University of Michigan begins with the work of the junior year continuing as a two-year or a three-year course.

Forest Production Program

First Year

First Semester

Biology 1	4 hours
Chemistry 1	4 hours
English 1	3 hours
Mathematics 7	5 hours
Physical Training 1	

Second Semester

Biology 2	4 hours
Chemistry 2	4 hours
English 2	3 hours
Physical Training 2	
Electives	5 or 6 hours

Second Year

First Semester

Economics 23	3 hours
Geology 1	4 hours
Electives	8 or 9 hours

Second Semester

Drawing 1	3 hours
Economics 24	3 hours
Economics 29	3 hours
Electives	6 hours

For Wood Utilization Program, University of Michigan, and for Michigan State College Pre-Forestry curriculum, consult the faculty adviser for modifications in the above program.

Pre-Medical Technology—Wayne University

The program recommended is similar to the Pre-Medical program on page 32.

Pre-Nursing—(Five year Course)

(University of Michigan)

First Year

Same as Pre-Medicine—page 32.

Second Year

First Semester

Chemistry 21	4 hours
English 23	3 hours
History 5	4 hours
Psychology 21	3 hours
Sociology 21	3 hours

Second Semester

Chemistry 22	4 hours
Chemistry 24	2 hours
English 24	3 hours
History 6	4 hours
Sociology 22	3 hours

Engineering Curriculum

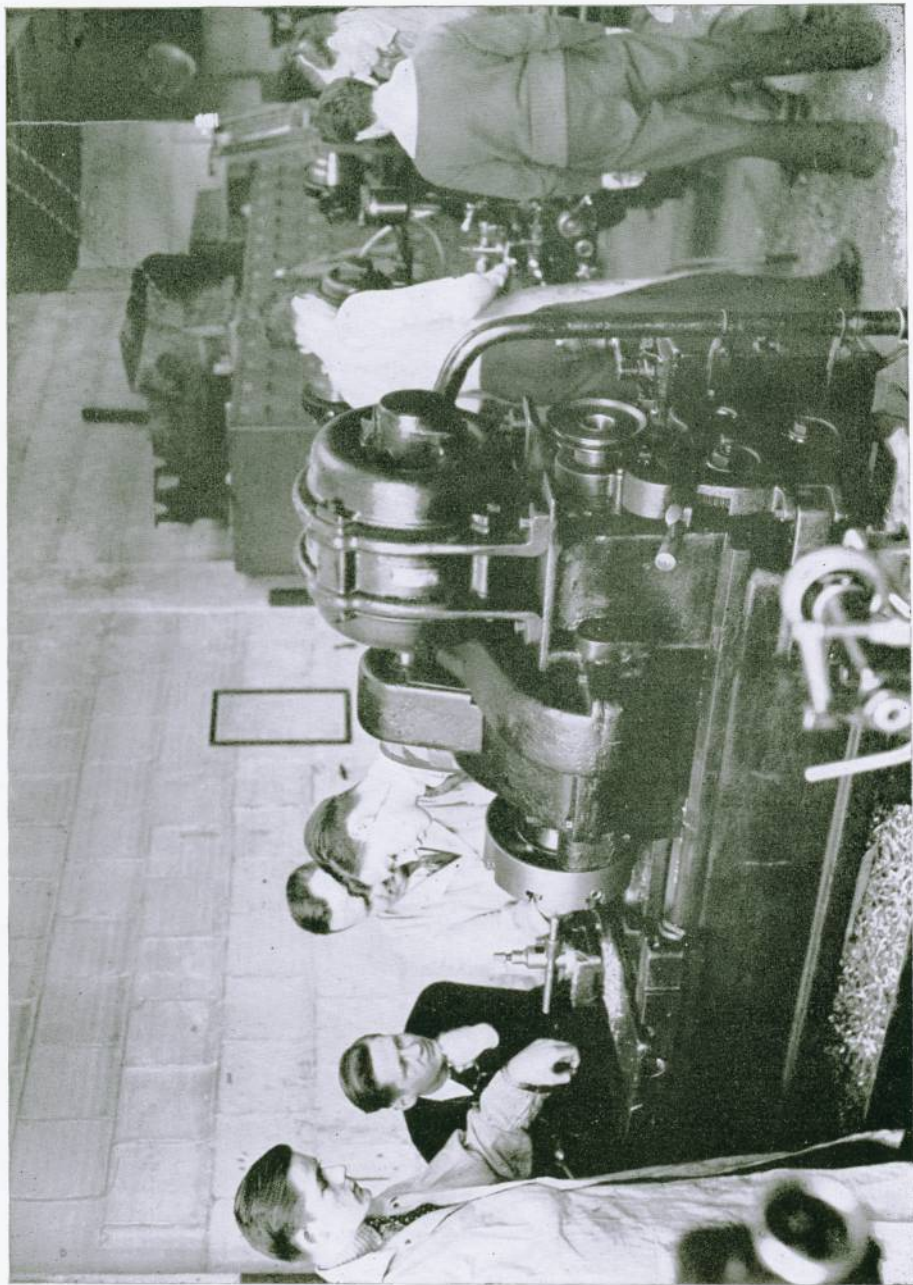
First Year

First Semester

Chemistry 5	5 hours
Drawing 1	3 hours
English 1E	3 hours
Mathematics 5*	4 hours
Physical Training 1	
Speech 1	1 hour

Second Semester

Chemistry 6	3 hours
Drawing 2	3 hours
English 2E	2 hours
Mathematics 6*	4 hours
Physical Training 2	
Speech 2	2 hours
Shop 2	2 hours



Engineering Students in the Machine Shop.

Second Year	
First Semester	Second Semester
Drawing 23	Economics 24
Economics 23	Mathematics 28
Mathematics 27	Physics 22
Physics 21	Physics 24
Electives**	Electives**
2 hours	3 hours
3 hours	4 hours
4 hours	5 hours
5 hours	3 hours
2-4 hours	2-3 hours

*Students lacking Trigonometry as an entrance credit will substitute Mathematics 7 and 8 for Mathematics 5 and 6 respectively

**His contemplated field of engineering and the requirements of the institution where the student expects to continue will be considered in advising these elections. Such possible electives include Shop 1, Shop 4, English, or some other non-technical subjects. Further adjustment of the curriculum may on occasion, be advised.

Liberal Arts Curriculum

The Liberal Arts Curriculum is intended for students desiring a literary or scientific education without reference to any of the professions mentioned in the other curricula. Students who wish to prepare for teaching, not including county normal or state limited certificate students, also enroll in this curriculum. After conference with an adviser, they should so make their elections as to put emphasis upon the subjects they wish to teach and upon related fields to apply on an A. B. degree.

First Year	
First Semester	Second Semester
English 1	English 2
Physical Training 1	Physical Training 2
Electives	Electives
3 hours	3 hours
12 hours	12 hours

Unless by special permission of adviser and instructor freshmen may not elect courses numbered 21 or above.

Second Year	
First Semester	Second Semester
Electives	Electives
15 hours	15 hours

In this curriculum the sixty hours of credit presented for graduation should include eight hours from each of the following groups

GROUP 1 French, German, Latin, Spanish English (other than courses 1 and 2) The Literary College of the University of Michigan requires a student entering with less than four high school units of foreign language to elect at least a year's work in one foreign language sometime during his four year course.

GROUP 2 Astronomy Botany Chemistry Geology Mathematics, Physics, Psychology Zoology. Some one of these must be studied for a full year.

GROUP 3 Economics, Geography History Political Science, Sociology A student who does not elect a credit course in Political Science or American History must include Political Science A.

For a program of studies leading to specialization in a particular field, e. g. Chemistry consult your adviser and also the head of that department.

Pre-Business Curriculum**First Year**

First Semester		Second Semester	
English 1	3 hours	English 2	3 hours
Mathematics 5 or 7	4 or 5 hours	Mathematics 6 or 8, 4 or 5	5 hours
Physical Training 1		Physical Training 2	
Electives	8 hours	Electives	8 hours

Second Year

First Semester		Second Semester	
Economics 21	3 hours	Economics 22	3 hours
Electives	12 hours	Psychology 21	3 hours
		Electives	9 hours

Pre-Dentistry and Pre-Medicine Curriculum**First Year**

First Semester		Second Semester	
Biology 1	4 hours	Biology 2	4 hours
Chemistry 1	4 hours	Chemistry 2	4 hours
English 1	3 hours	English 2	3 hours
Modern Language	4 hours	Modern Language	4 hours
Physical Training 1		Physical Training 2	

Second Year

First Semester		Second Semester	
Chemistry 21	4 hours	Chemistry 22	4 hours
Modern Language	4 hours	Chemistry 24	2 hours
Physics 1	4 hours	Modern Language	4 hours
Electives	4 hours	Physics 2	4 hours
		Electives	3 hours

Students who enter college without high school Algebra 3 must make up such deficiency during the first college year as it is pre-requisite to college physics.

Pre-Journalism

The Pre-Journalism course follows the Liberal Arts Curriculum, according to the requirements of schools of Journalism. At the beginning of his course, the student should decide upon the school of Journalism he will eventually attend.

In general, however besides the required English, emphasis is placed on 1. Foreign Language 2. Laboratory Science 3. the Social Sciences.

History Psychology Sociology and Economics are required by most schools of Journalism. Some require Political Science, also.

Shorthand and Typing are suggested as valuable electives, though they are not required, and in most cases will not give transfer credit.

Students who plan to go into practical work along this line before they have completed their college program, will find Shorthand and Typing a definite help.

Pre-Law Curriculum

		First Year	
		First Semester	Second Semester
English 1	3 hours	English 2	3 hours
History 5	4 hours	History 6	4 hours
Physical Training 1		Physical Training 2	
1st year electives	8 hours	1st year electives	8 hours
		Second Year	
		First Semester	Second Semester
History 23	3 hours	History 24	3 hours
Political Science 1	4 hours	Political Science 2	4 hours
Electives	8 hours	Electives	8 hours

English 23 and 24 are required in the combined Literature-Law curriculum of the University of Michigan.

Pre-Pharmacy

One year of Pre-Medicine.

The Michigan Board of Pharmacy allows only one year of advanced credit from a non-pharmacy college.

Teacher Training Programs

1. **County Normal Curriculum**—For residents of Bay County only (Applicants from other counties will enroll in the State Limited Certificate curriculum.)

The Bay County Normal curriculum embodies a full two-year course accredited by the State Board of Education. The program of the first year consists of regular Junior College work. The second year is considered the County Normal year. Students whose applications are accepted may have their tuition fee waived for this second year.

Upon completing this program with a record satisfactory to the State Board of Education, students receive the County Limited certificate. This is a two-year renewable certificate for teaching in rural schools in Bay County.

Since County Normal students may qualify for teaching in other counties in Michigan by completing the requirements for the State Limited certificate, it is recommended that they follow the program outlined below.

2. **State Limited Certificate Curriculum—a Combined Curriculum with Central State Teachers College.**

This program is arranged through an agreement with Central State Teachers College, approved by the State Board of Education. A student completing the work outlined in the two institutions, with a grade better than C, will receive the State Limited Teachers Certificate through Central State Teachers College. At least six weeks of residence work at Central State are required. The involved courses and instructors at Bay City Junior College are approved by Central State officials. At the beginning of each semester a copy of the student's record to date, together with his elections for the ensuing semester, will be filed with the Central State Registrar.

First Year

First Semester		Second Semester	
English 1	3 hours	English 2	3 hours
Geography 5		Geography 6	
Introduction regional	4 hours	Commercial production	4 hours
Penmanship—public school methods		Music 1—Elements	2 hours
Physical Training 1		Physical Training 2	
Physiology and Hygiene 1		Physiology and Hygiene 2	
Elementary Science and Physiology	4 hours	Personal Hygiene	4 hours
Political Science 1		Political Science 2	
National	4 hours	State and Local	4 hours

Second Year

First Semester		Second Semester	
Education 21		Art	3 hours
Principles of Teaching	3 hours	Education 22	
Education 23—Methods	3 hours	Directed Teaching	4 hours
Education 25		Education 24—Methods	3 hours
Rural School Management	3 hours	Sociology 21	
History 23—American	3 hours	Principles and Rural	3 hours
Psychology 21	3 hours	Elective	2 or 3 hours

Summer Session**At Central State Teachers College**

Agriculture 101	3 hours	English 204	3 hours
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The summer work is to be taken after graduation from Junior College and should be completed not later than the second summer

3 Pre-Education Curriculum.

Students planning to complete work for the bachelor degree before teaching will enroll with the Liberal Arts advisers. It is important that they select their courses in accordance with the requirements of the teachers college to which they expect to transfer. Usually a Liberal Arts program is recommended for the first two years, leaving the professional courses as far as possible for the junior and senior years.

CIVILIAN PILOT TRAINING PROGRAM

Under the Civil Aeronautics Authority of the United States Government, ground and flight training is being offered. Upon satisfactory completion of the course, the student receives a private pilot license under the authority of the CAA. Flight training is limited to ten students who must be enrolled for a full-time college program. Students pay special fees of from thirty to forty dollars.

This training may be made a part of any two-year or affiliation program.

COURSES OF INSTRUCTION

The courses in any subject bearing numbers above 20 are not open to freshmen without special permission.

The college reserves the right not to offer a course unless there is a reasonable number wishing to elect it.

Text books are subject to change.

ACCOUNTING

Part credit for graduation may be earned under the subtitles of 1a, 1b, 1c, etc., each representing one hour of credit. For transfer purposes the entire course is considered the unit. Fee, \$1.00 each semester

1. Accounting Principles (1)

This course is a study of the fundamental principles of accounting. The subject matter includes debit and credit, classification of accounts, underlying principles of the various accounting records, controlling accounts, books of original entry (including special journals) and ledgers, statements and closing procedure. Laboratory work in the form of problems and sets will be provided. Five hours in class per week.

Three hours credit.

Each Semester.

Mr. Tunison

2. Accounting Principles (2)

This course is a continuation of the first course but in cases where the same subjects are studied the analysis is carried into greater detail. The subject matter includes Records and accounts peculiar to a corporation, elements of manufacturing accounts, valuation of assets and liabilities in balance sheet, nature of reserves and surplus, accounting for sinking funds, problems relating to profit and loss statements, branch store accounting and cash journal arrangements. Ample problems and practice sets will be provided. Five hours in class per week. Prerequisite Course 1 or one year of bookkeeping in high school.

Three hours credit.

Each Semester.

Mr. Tunison

3. Auditing, Income Tax, Federal Taxation. Five hours credit.

(See courses 5 and 6.)

4. Cost Accounting. Five hours credit. (See course 8.)

5. Auditing Theory and Procedure.

The principles and procedure with reference to auditing will be studied, giving special attention to the balance sheet audit, the detailed audit, and special investigations. Sufficient practice work is provided, including theory problems, auditing problems, an audit case, and two audit projects. Questions and problems selected from CPA and AIA examinations. Five hours in class per week. Prerequisite Course 2 or two years of bookkeeping in high school.

Three hours credit.

Each Semester.

Mr. Tunison

6. Federal Tax Accounting.

A study of Federal taxation including income tax, capital stock tax, excess profits tax, estate tax, gift tax, and excise taxes. Sufficient questions, problems, and reports are provided for a complete interpretation of Federal tax laws. Five hours in class per week. Prerequisite Course 2.

Three hours credit. Each Semester. Mr. Tunison

7. Social Security and Payroll Accounting.

A study of Federal Social Security laws and State Unemployment Compensation laws. Questions, problems, and reports sufficient for interpretation and application of these laws to business are provided. Special attention to payroll records necessary to provide information for Federal and State returns. Three hours in class per week. Prerequisite Course 2.

Two hours credit. Each Semester. Mr. Tunison

8. Cost Accounting.

Cost accounting is studied in its relation to factory accounting. Its purpose is to classify in detail cost of production. It discloses inefficiency and indicates the profit or loss on each kind of goods or job. A study is made of departmental process, sequential and job costs, cost records, procedure, reports, and distribution of burden. Ample practice in these and CPA problems is provided, together with a cost project. Five hours in class per week. Prerequisite Course 2.

Four hours credit. Each Semester. Mr. Tunison

AERONAUTICS**Civilian Pilot Training Program****1. Ground course.**

Seventy-two hours covering (1) Meteorology (2) Navigation,

- (3) Primary flight maneuvers, and (4) Civil air regulations.

Two hours credit First Semester Mr. George,
Mr. Rogers
Mr. Hoffman

2. Flight Training.

A minimum of thirty-five hours per student. Controlled private flying course, stages A, B, C, and D.

This course is offered through co-operation with the James Clements Memorial Airport of Bay City

One hour credit Mr. Allen M. Hoffman

Note The continuance of the above program depends on the approval of the United States Civil Aeronautics Authority

ART

Fee, \$1.00 each semester.

1. Elementary Art.

A beginning course in art designed for all students interested in experimentation and creative expression in the various art mediums and materials. An orientation course aimed to furnish a broad and basic background.

Three hours credit. Each Semester. Miss Eicholtz

2. Sketching and Composition.

This course aims to give the student further composition understanding, and to develop creative ability in sketching of all types. Also an introduction into mural decoration. Problems using all media. Prerequisite Art 1 or its equivalent.

Three hours credit. Each Semester. Miss Eicholtz



Laboratory Class in Art, Junior College.

23. Art Education (Elementary Grades)

A course designed for County Normal students and other prospective teachers. Introduction to art teaching in our present social order. Development of the ability to stimulate the interest of children, and to understand the art merit of this expression. Experimentation in materials and mediums of their grade level. Prerequisite: Advise Art 1 or its equivalent.

Three hours credit. Each Semester. Miss Eicholtz

24. Art Education (Intermediate Grades)

This course is designed as above but for intermediate grades. Prerequisite: Art 1 or its equivalent.

Three hours credit. Each Semester. Miss Eicholtz

25. Commercial Design and Illustration.

Experimentation and study of the relation of commercial design and illustration in commerce as it affects society today. Lay-outs, lettering, poster designing, creative illustration, and air brush work. Prerequisite: Art 2.

Three hours credit. Each Semester. Miss Eicholtz

26. Advanced Design.

Creative application of design principles in the field of crafts. Also stage and window set designing. Individual expression stressed. Prerequisite: Art 2.

Three hours credit. Each Semester. Miss Eicholtz

27. Figure Sketching and Portrait.

Rapid sketching of the figure for action and proportion. Work in costume designing. Also clay modeling of figure compositions. Portrait work in charcoal, water color, and various mediums. Prerequisite: Art 2.

Three hours credit. Each Semester. Miss Eicholtz

Note: In all Art courses two hours of class work per week are required for each credit hour

ASTRONOMY

The courses in astronomy are non-mathematical, introductory courses. Evening meetings at the observatory are arranged occasionally for observations. Lantern illustrations and films are used frequently and oral and informal discussions follow work done in the classroom and laboratory. Two class periods, and one laboratory period of two hours per week.

21. Descriptive Astronomy

The solar system. This course deals with the fundamental facts concerning the solar system and its members and includes discussions of the methods and principles involved.

Three hours credit. First Semester. Mr. George

22. Descriptive Astronomy.

The sidereal system. This course deals with the leading facts concerning the stars and nebulae, and includes discussions of the methods and principles involved.

Three hours credit. Second Semester. Mr. George

BIOLOGY**1. Zoology**

Principles of Animal Biology The course aims to build up in the minds of students the fundamental conceptions underlying all life phenomena. The structure, classification, physiology environmental relations, and the origin and development of animals are studied. Illustrations and application of the scientific method are made. The course is basic training for certain special fields as pre-medicine, pre-dentistry pre-nursing, pre-forestry and physical education. Should be preceded by high school biology Two hours of lecture and recitations and six hours of laboratory work per week. Laboratory fee, \$3.00.

Four hours credit.**First Semester.****Miss Krafka****2. Botany**

Elements of Botany The course deals with the structure and physiology of seed plants but all groups of plants are studied in their place in the evolution of the plant kingdom. Special emphasis is placed on the study of bacteria in their relation to health and industries and to the economic importance of other plants. Should be preceded by high school biology Two hours of lectures and recitations, and six hours of laboratory work per week. Laboratory fee, \$3.00.

Four hours credit.**Second Semester.****Miss Krafka****CHEMISTRY****A. Introductory Chemistry.**

This course is designed to give students, entering without high school chemistry a knowledge of the fundamental principles of general chemistry Four discussion periods with two two-hour laboratory periods per week. Laboratory fee, \$5.

Four hours credit.**Second Semester.****Miss Howe****1. General and Inorganic Chemistry.**

A study covering the fundamental laws and theories of chemistry with particular emphasis on formulae, equations, chemical problems, atomic structure, valence, solutions and the theory of ionization. The principles are developed and illustrated in connection with a study of oxygen, hydrogen, chlorine, and their compounds.

Students electing Course 1 should plan to elect Course 2 the second semester as the two courses form a unit and are designed to equip the student for advanced work.

Four recitations and two two-hour laboratory periods per week. Prerequisite High school chemistry or Chemistry A.

Four hours credit.**First Semester.****Miss Howe****2. General and Inorganic Chemistry**

Course 2 is a continuation of Course 1 It includes a study of sulphur nitrogen, phosphorus, and their compounds, the periodic table, carbon and its simpler compounds, the metallurgy of the more common metals and the preparation and properties of their important compounds.

Four recitation and two two-hour laboratory periods per week. Prerequisite Course 1 or its equivalent.

Four hours credit.**Second Semester.****Miss Howe**



A Corner In One of the Chemistry Laboratories.

5. General and Inorganic Chemistry

This course is required of all first year students taking Engineering. Those entering without high school chemistry should elect Course 1 or Course A. The fundamental principles of chemistry are developed to illustrate the scientific method. The descriptive chemistry of some of the non-metallic elements and of the more important metallic elements is studied. Special emphasis is placed on facts of importance to engineers. Four discussion recitations and two three-hour laboratory periods each week. Kendall's Revised Edition of Smith's College Chemistry Holmes' Laboratory Manual of General Chemistry Fee, \$8.00. Prerequisite Chemistry A, or one year of high school chemistry

Five hours credit. First Semester. Mr. Martin

6. Chemistry of Engineering Materials

An elementary study of the manufacture and properties of the ferrous and non-ferrous alloys, cements, clay products, protective coatings, fuels and water softening. Two lectures and two recitations per week. Leighou's Chemistry of Engineering Materials. Prerequisite Chemistry 5.

Three hours credit. Second Semester. Mr. Martin

21. Qualitative Analysis

Two lectures or recitations and two four-hour laboratory periods each week. Curtman's Qualitative Analysis. Laboratory fee, \$5.00. Prerequisite Courses 1 and 2, or Course 5

Four hours credit. First Semester. Mr. Martin

22. Organic Chemistry

Four lectures or recitations each week. Introduction to Organic Chemistry Gruener and Lankelma. Prerequisite Course 21.

Four hours credit. Second Semester. Mr. Martin

24. Organic Chemistry Laboratory

Must accompany or follow Course 22. Two four-hour laboratory periods each week. Adams' and Johnson's Laboratory Experiments in Organic Chemistry Laboratory fee, \$10.00

Two hours credit. Second Semester. Mr. Martin

DRAWING**1. Mechanical and Machine Drawing 1**

The principles of orthographic projection, practice in making of working drawings, correct drafting-room practice in conventional representation, the use of instruments, practice in freehand and mechanical lettering, reading and checking of drawings, instruction on blue and brown printing, practice in tracing, original drawing on vellum. Three two-hour periods per week with approximately three hours home work. Fee, \$1.50

Three hours credit. Each Semester. Mr. Culver

2. Descriptive Geometry

Lectures and individual class room instruction. Emphasis is placed on the ability to visualize the problems and the processes of solution. This course includes problems comprising combinations of the point, line and plane, intersections, developments, warped surfaces, and tangent planes. Three two-hour periods per week with approximately three hours home study. Fee, \$1.50. Text Descriptive Geometry by Miller. Prerequisite Drawing 1 or its equivalent.

Three hours credit.**Second Semester.****Mr. Culver****3. Machine Design 1**

A course placing emphasis upon technique, speed and accuracy in making of detailed drawings and assembly drawings in accordance with standard drafting room practice. Study and application of screws, bolts and nuts, keys, riveted joints and rivet spacing. Machinery's Handbook, reference. Fee, \$1.00. Prerequisite Drawing 1.

Three hours credit.**Each Semester.****Mr. Culver****4. Machine Design 2**

Design of cams, gear-tooth forms, spur gears, bevel gears, worm gears, spiral gears. Application of cams and gears to machines. A student may specialize in this course along the lines of his interests. Machinery Handbook, reference. Fee, \$1.00. Prerequisite Drawing 3.

Three hours credit.**Each Semester.****Mr. Culver****23. Mechanism and Engineering Drawing**

Sketching from models in orthographic, isometric, and oblique projection. Practice in the making of working drawings from sketches. Analysis of machines, tracing transmission of motion and power and devising of combinations to accomplish specified purposes. Two 2-hour periods per week with approximately the same amount of home work. Fee, \$1.00. Prerequisite Drawing 2.

Two hours credit.**Each Semester.****Mr. Culver****ECONOMICS AND BUSINESS****1. Elementary Economics**

A course designed to acquaint the student in a general way with the principles of economics.

Three hours credit.**First Semester.****Mr. French****2. Elementary Economics**

This is a continuation of Course 1. It deals more with applied modern problems in economics.

Three hours credit.**Second Semester.****Mr. French**

3. Economic History.

The concepts of economic history and the principal features of European economic history. The economy of the medieval manor, the rise of towns, the routes and goods of trade in the Middle Ages and the economic development of the principal industrial countries of Europe.

Three hours credit.**First Semester.****Mr. French****4. Economic History**

A study of the industrial development of the United States, from colonial times to the present. Such forces and factors as the westward movement, the industrial and agricultural revolution, the tariff, public finance, the trust problem, and the labor movement will be discussed.

Three hours credit.**Second Semester.****Mr. French****5. Business Organization**

The organization of business enterprises, forms of organizations. The consideration of questions concerning promotion, procedure and personnel, and of marketing.

Three hours credit.**Second Semester.****Mr. French****21. Principles of Economics**

An examination of the fundamental principles of Economics. Open only to sophomores.

Three hours credit.**First Semester.****Mr. French****22. Principles of Economics**

Continuation of Course 21. Courses 21 and 22 are designed especially as introductory courses for students intending to specialize in Economics.

Three hours credit.**Second Semester.****Mr. French****23. General Economics**

Opening with a brief description of present day industrial organization, the course will consider the fundamental economic principles of production, exchange, and distribution.

Three hours credit.**First Semester.****Mr. French****24. General Economics**

This is a continuation of Course 23. It will examine the application of the principles studied during the first semester to current problems arising out of the public relationship of industry problems of labor, money and banking, public utilities, trusts, and taxation.

Three hours credit.**Second Semester.****Mr. French**

Courses 23 and 24 are designed to meet the needs of students, particularly in the professional departments, whose work lies entirely outside the field of economics, but who desire a general course in economic principles and problems. No student may receive credit both for Principles of Economics (21 and 22) and for General Economics (23)

26. Marketing

The general field of Marketing and distribution of products marketing functions methods of middlemen, marketing analysis the determination of market prices, recent developments in marketing and forces underlying marketing of the various types of commodities.

Three hours credit. Second Semester. Mr. French

27 Labor Economics

A study of the human factor in industry Problems of wages, hours, unemployment, working conditions, and personnel problems are considered.

Three hours credit. First Semester. Mr. French

28. Banking and Finance

A study of commercial banking, central banking, especially the Federal Reserve system, foreign exchange, theory of credit, theory of the value of money relation of gold, credit, and price levels.

Three hours credit. First Semester. Mr. French

29. Business Statistics

Particular emphasis is placed on the way in which the different statistical techniques are employed in business. Problems based on real situations. Fee \$1.

Three hours credit. Second Semester. Mr. Tunison

31. Business Law

A study of the laws regulating business activities and an appreciation of the part which legal institutions play in our economic organization. Topics discussed deal with the fundamental concepts of capacity contracts, agency torts, and property The course is based upon the use of a textbook and supplemented by a generous use of law cases, upon which the student is asked to make written reports.

Three hours credit. First Semester. Mr. TenEyck

32. Business Law

This is a continuation of Course 31. A study is made of legal institutions as they affect labor, finance, production, marketing, risk taking, transportation, and business associations. The methods of conducting the course are the same as in Course 31.

Three hours credit. Second Semester. Mr. TenEyck

33. Salesmanship

In this course emphasis is given to sales methods and their management. Installment selling, agencies, mail order selling, chain stores, advertising practices, and the psychology of advertising are major topics, illustrative of the subject matter in this course.

Three hours credit. Second Semester. Mr. TenEyck

34. Business Communication

A study of principles embodied in the best modern business letters. Analysis of each type of letter the circumstances which it is to meet, how the purpose is carried out. Practice in writing effective, persuasive letters.

Three hours credit. First Semester. Mr. TenEyck

EDUCATION**21. Principles of Teaching**

The primary purpose of this course is an examination of the aims toward which teaching should be directed, a discussion of the conditions essential to successful teaching and learning, an analysis of the various types of learning activity with their significance in determining what teaching should accomplish, and an evaluation of the various procedures and practices by which the basic principles of teaching may be applied and a sound technique of teaching developed. Active participation by the student in first hand analysis of teaching problems and critical evaluation of teaching procedure is emphasized. The technique of teaching common school branches is a definite objective of this course. Required of sophomores in the County Normal and State Limited curricula.

Three hours credit.**First Semester.****Mr. Tunison****22. Directed Practice Teaching**

This is a laboratory course requiring two hours a day five days a week of teaching in connection with class meetings, conferences, and assigned readings. Students are assigned definite problems in teaching which are worked out in actual experience in the training school under supervision.

Four hours credit.**Second Semester.****Miss White****23. Methods of Teaching 1**

A course in the study of methods in teaching as applied to rural schools brief consideration of the principles involved in teaching and learning application of these in selection of subject matter and activities emphasis upon the technique of teaching reading, writing, spelling, and language activities. Observation of the work of the kindergarten and first six grades in the training school is a part of this course.

Three hours credit.**First Semester.****Miss White****24. Methods of Teaching 2**

This course is a continuation of Course 23 with emphasis placed upon the teaching of arithmetic, elementary science, and social studies, including geography history and literature.

Three hours credit.**Second Semester.****Miss White****25. Rural School Management**

This course is designed for students preparing to teach in the rural schools. A study of the principles basic to the effective organization and management of classes in a rural school. Discussion centers upon problems involved in socialization procedures, classroom routine, tests and measurements, records and reports, case studies of behavior problems, individual differences and class adjustments, relations with parents and community The Michigan Instructional Guide is given special attention.

Three hours credit.**First Semester.****Miss White**

ENGLISH AND LITERATURE**1. Composition and Literature**

Four hours of class work each week with emphasis placed on note taking, discussions on the novel, short story and poetry conferences on theme writing, and remedial grammar for students who are deficient in the fundamentals needed in the college courses in English.

Three hours credit.

First Semester

Miss Schroeder, Miss Hobbs, Miss McGregor

2. Continuation of 1

Study of essays. Weekly prepared outlines on expository subjects and oral discussions. Instruction in making outlines of lectures. Study of the drama and oral reports.

Three hours credit.

Second Semester

Miss Schroeder, Miss Hobbs, Miss McGregor

1E. Engineering English, Theme Writing

An introductory course in composition, the appreciative study of literature and remedial grammar. Weekly prepared themes frequent impromptu readings in essays, prose fiction, drama, and poetry. This course should be taken with Speech 1. Four hours each week.

Three hours credit.

First Semester.

Mr. Klingbeil

2E. Engineering English

Expository writing. A continuation of English 1E, with special emphasis on exposition. Prerequisite English 1E and Speech 1. This course should be taken with Speech 2.

Two hours credit.

Second Semester.

Mr. Klingbeil

9. Remedial College Reading

A course designed to teach the principles that make for intelligent reading. Required of those who are deficient in English preparation for college courses. Affords credit for graduation but not for transfer.

Three hours credit.

First Semester.

Miss McGregor

10. Remedial College Reading

A continuation of English 9

Three hours credit.

Second Semester.

Miss McGregor

21. Advanced Composition.

A study of types of exposition. Reading and discussion of selected essays. Weekly themes. Practice in the organization of materials for composition. This course is planned for students who enjoy writing and for those who wish practice in writing clear exposition. Open only to students who have completed freshmen English satisfactorily. May be elected without English 22.

Three hours credit.

Second Semester.

Miss McGregor

22. Advanced Composition

A study of description and narration through careful analysis of a novel and selected short stories. Weekly written work. The course is designed for students who want practice in writing. It may be elected without English 21. Open only to students who have completed freshmen English satisfactorily.

Three hours credit. First Semester. Miss McGregor

23. Introduction to English Literature. (University of Michigan English 31)

An intensive study of representative works of four of the following poets: Milton, Wordsworth, Byron, Browning, and Arnold. Collateral reading from these and other poets. Also a study of the art and technique of poetry and an analysis of numerous short poems as illustrative material. Short papers on interpretation and analysis of poetry required. Except by permission, this course is open only to those who have completed freshmen English and have had no other course in English literature.

Texts "Great English Poets" by Campbell and Pyre and "A Poetry Primer" by Gerald Sanders.

Three hours credit. First Semester. Miss Hobbs

24. An Introduction to Drama. (University of Michigan, English 32)

A critical study of five of Shakespeare's principal plays (four tragedies and one comedy) one Greek play and one modern play. Collateral reading including other Shakespearean plays. This course is the normal continuation of English 23. Prerequisites: freshman English and English 23, except by special permission.

Three hours credit. Second Semester. Miss Hobbs

27. Latin Literature in English (University of Michigan, Latin 50)

No knowledge of the Latin language is required for this course. The aim is to give students a survey of Latin literature and some acquaintance with the more important authors through the medium of English translations. Open to all sophomores.

Two hours credit. Second Semester. Miss Anschutz

FRENCH**1. Elementary French**

Grammar and easy reading. Pronunciation. For transfer purposes this course must be followed by Course 2.

Four hours credit. First Semester. Miss Bishop

2. Elementary French

Continuation of Course 1. For those who have had French 1 or one year of French in high school.

Four hours credit. Second Semester. Miss Bishop

3. Elementary French of the Second Year

Modern prose and plays, with practice in speaking and writing. Prerequisite: two years of high school or one year of college French.

Four hours credit. First Semester. Miss Bishop

4. Modern Prose and Plays

Prerequisite Course 3 or 3 years of high school French.

Four hours credit. Second Semester. Miss Bishop

5. A modification of Course 3 for students entering with 3 years of high school French.

Three hours credit. First Semester. Miss Bishop

21. Introduction to French Literature

Representative authors of various periods. Prerequisite Course 3 and 4 or 4 years of high school French.

Three hours credit. First Semester. Miss Bishop

22. Introduction to French Literature

Representative authors of the seventeenth and eighteenth centuries. Prerequisite Course 21.

Three hours credit. Second Semester. Miss Bishop

Note Courses 21 and 22 usually alternate with Courses 23 25 and 24, 26.

23. Composition

Based on geography history and literature.

Two hours credit. First Semester. Miss Bishop

24. Continuation of Course 23

Two hours credit. Second Semester. Miss Bishop

25. Oral Composition

Based on plays, travel, and biography Two class hours per week.

One hour credit. First Semester. Miss Bishop

23. Continuation of Course 25

One hour credit. Second Semester. Miss Bishop

GEOGRAPHY**1. Geography of Commercial Production (Now Course 6)****2. Routes and Centers of World Trade (Course 34, University of Michigan) (Discontinued)****3. Regional Trade Relations**

A survey of the geographic conditions which determine natural regions will form an introduction to the course. This will be followed by an intensive study of the interdependence of producing regions with the subsequent development of commercial centers, transportation, and marketing. The great cargoes of world trade will be given considerable attention. Text book assignments, discussions, collateral reading and a special port study are required. This course is recommended for students interested in business, commerce, secretarial work, and for those planning to teach commercial subjects.

Four hours credit. First Semester. Miss Hodgson

5. Introductory Regional Geography (Course 1, University of Michigan)

A critical study describing the major regions of the world, their basic physical characteristics, and the changes brought about in the stages of human occupation. Discussion of text book material, lectures, collateral reading, and a term paper will be required. Fee, \$1.00.

Four hours credit. First Semester. Miss Hodgson

6. Geography of Commercial Production (Course 33, University of Michigan)

This course aims to give the geographic distribution of the primary commodities of world trade, and to show the relationship between the commodities and the natural environment of the areas in which they are produced. Lectures, discussions, collateral reading, reports, and a term paper. Fee, \$1.00. Prerequisite Course 5.

Four hours credit. Second Semester. Miss Hodgson

Note Students electing Geography 5 and 6 should not elect Geography 1 2, 3 or 33 at the University of Michigan, but may elect any other course.

21. Geography of North America (Course 110, University of Michigan)

A systematic study of the regional divisions of North America will be made in this course. The United States, Canada, Alaska, Mexico, and the West Indies will be considered as to regional contrasts, conditions of life, and the distribution and character of their population. Independent reading and research on selected topics with the presentation of a paper on a chosen region will be required. Prerequisite Courses 5 and 6 or permission of the instructor

Three hours credit. First Semester. Miss Hodgson

22. Geography of Asia (Course 113, University of Michigan)

A general picture of the natural and cultural landscape of Asia will be considered first. This will be followed by a regional division of the continent and a study of each region according to the activities of the people in relation to the natural setting and the problems of development which the various countries are facing. A term paper based on a regional study will be required. Prerequisites Course 21 or permission of the instructor

Three hours credit. Second Semester. Miss Hodgson

GEOLOGY**1. Introductory Geology**

The earth's features, treated with special reference to their origin and significance agencies effecting changes in geographic features physiographic changes in progress, the effect of man's physical environment upon his distribution, his habits and occupations. The course includes an introductory study of common rocks and rock-forming minerals, and an interpretation of topographic maps. Three classroom periods, and one laboratory period of two hours per week with occasional field trips on Friday.

Four hours credit. First Semester. Mr. George

2. Introductory Geology

A study of the fundamental problems involved in dynamical, structural, and historical geology. The history of the earth is studied from its origin to the present. Successive stages are followed in the development of North America as a typical continent, the formation of mountains, plains, and the evolution of the life of the land and seas. The course includes the determination of common rocks and minerals, and the interpretation of geologic maps. Three classroom periods, and one laboratory period of two hours per week supplemented with field work.

Four hours credit.**Second Semester.****Mr. George****GERMAN**

AIM The primary aim of the instruction in German is a reading knowledge of this language. There is, however, so much additional practice that students may acquire the ability to understand, write, and speak German with a moderate degree of correctness.

1. Elementary German

Pronunciation, grammar, easy reading, with practice in writing German. For transfer purposes this course must be followed by Course 2.

Four hours credit.**First Semester.****Miss Schroeder****2. Elementary German**

Continuation of Course 1 and essentials of German grammar reviewed. Thirty pages a week of extensive outside reading.

Four hours credit.**Second Semester.****Miss Schroeder****3. Advanced German**

Vocabulary study. Select readings from Modern German prose and poetry. Outside readings forty pages a week. Magazine reports once a week to acquaint students with modern ideas and modern German style.

Four hours credit.**First Semester.****Miss Schroeder****4. Advanced German**

Continuation of Course 3

Four hours credit.**Second Semester.****Miss Schroeder****HISTORY****5. General History of Europe, 395-1648**

Deals with Germanic Migrations, the Papacy and the Monks, the Franks, Feudalism, Norman Conquest, Saracens, Crusades, Holy Roman Empire, Early National Monarchies, Italian City-States, Commercial Revolution, Reigns of Charles V and Philip II of Spain. Reformation, Culture of the Sixteenth Century and the Thirty Years War.

Four hours credit.**First Semester.****Mr. Stiles****6. General History of Europe since 1648**

Continuation of Course 5.

Four hours credit.**Second Semester.****Mr. Stiles**

23. Political and Constitutional History of the United States to 1865

Special attention is given to the Colonial period, the divergent English and American political theories, the method of conducting the Revolutionary War European diplomatic entanglements, efforts to solve the problems of imperial organization, Constitutional Convention, Federalist organization of the new government, Jeffersonian democracy westward movement, and the rise of the political power of the west, slavery and abolition, and the Civil War.

Three hours credit. First Semester. Mr. Stiles

24. Political and Constitutional History of the United States from 1865 to the present

Continuation of Course 23.

Three hours credit. Second Semester. Mr. Stiles

LATIN**1 and 2. Elementary Latin**

A study of essentials of grammar with practice in reading and writing. The courses cover the same material as the first two years of Latin in high school.

Four hours credit. Each Semester. Miss Anschutz

3. Virgil: Aeneid

Review of fundamentals. A study of the epic as a type of literature, translation, interpretation, metrical reading, studies in Greek and Roman mythology Prerequisite two or three years of high school Latin.

Four hours credit. Miss Anschutz

4. Selections from Cicero and Sallust

Review of fundamentals. Comparison of ancient and modern oratory and collateral work in Roman history and government. Prerequisite Course 3, or two years of high school Latin.

Four hours credit. Miss Anschutz

Note 1 Students electing any one of the first four courses will ordinarily be enrolled in a class in high school Latin. This class will meet five times a week throughout the year and will proceed at a much slower pace than a college class hence the student receives two college credits for his membership in such a class for a semester

Note 2 Courses in Latin from Cicero through Sallust to Horace and Pliny are available upon request of enough students to warrant their being given. If you are interested, please ask us for a bulletin describing these courses.

Note 3 Latin Literature in English. This course is listed in the department of English and Literature as English 27

LIBRARY SCIENCE

1. Library Science

Elementary course in the use of the library and its tools, including a general study on the use of the card catalog, the arrangement of the library classification and the various aspects of the book.

Two hours credit. Each Semester. Miss Kessler

2. Library Science

A continuation of course one, stressing particular reference books, dictionaries, encyclopedias, and cataloging.

Two hours credit. Each Semester. Miss Kessler

MATHEMATICS

1. School Algebra

For students who enter with but one unit of Algebra.

Two hours credit. First Semester. Miss Ewing

2. Trigonometry

Radian measure co-ordinate systems trigonometric ratios identities and equations inverse functions graphs emphasis on derivation and use of formulas laws of sines and cosines theory and use of logarithms, orthogonal projection, solution of triangles. Text book Plane Trigonometry Mills, Atkin, Flagg. Prerequisite Course 1 or its equivalent.

Two hours credit. Second Semester. Miss Ewing

5. College Algebra and Plane Analytic Geometry

About twenty lessons in Algebra quadratic equations complex numbers topics in theory of equations, including Horner's method determinants. Plane Analytic Geometry Curve tracing and locus problems in Cartesian and polar co-ordinates straight line circle conic section change of axes. Emphasis on derivation of formulas and determination of parameters. Prerequisite Algebra, one and one-half units Geometry one or one and one-half units, and Trigonometry one-half unit. Text books College Algebra, by Rouse Analytic Geometry Revised Edition, by Love.

Four hours credit. First Semester. Miss Ewing

6. Plane and Solid Analytic Geometry

Continuation of Course 5. Properties of conics, involving tangents, diameters, asymptotes. Emphasis on construction problems. Parametric equations. Surface tracing, and locus problems in space direction cosines plane straight line quadric surfaces; space curves.

Four hours credit. Second Semester. Miss Ewing

7. Trigonometry, College Algebra, and Plane Analytic Geometry

Topics as in Courses 2 and 5.

Five hours credit. First Semester. Miss Ewing

Students having had Trigonometry may elect this course as Mathematics 7A for three hours credit.

- 8. Plane and Solid Analytic Geometry**
Continuation of Course 7 by which it must be preceded.
Five hours credit. Second Semester. Miss Ewing
- 9. Solid Geometry**
Emphasis on formulas, drawing of three-dimensional figures, exercises.
Engineering students must have entrance credit in solid geometry
Two hours credit. Second Semester. Miss Ewing
- 24. Engineering Mechanics, Statics (Now Physics 24)**
- 27. Calculus 1**
Differential calculus and integral calculus to the definite integral. Textbook Differential and Integral Calculus, Love. Prerequisite Courses 5 and 6 or 7 and 8.
Four hours credit. First Semester. Miss Ewing
- 28. Calculus 2**
Continuation of Course 27 Includes some work in multiple integrals. Textbook Differential and Integral Calculus, Love. Prerequisite Course 27
Four hours credit. Second Semester. Miss Ewing
- 29. Business Statistics (Now Economics 29)**
- 30. Business Computation**
Topics in Mathematics of Finance. Fractions, compound interest, discounts, short methods of computation, insurance, costs, Operations with integers and fractions, equations, progressions and compound interest, percentage and annuities.
Three hours credit. First Semester. Miss Ewing

MUSIC

- 1. Elements of Music**
This course deals with the rudiments of music including notation, clefs, keys, syllables, the teaching of rote songs, etc. Required in County Normal and State Limited curricula.
Two hours credit. Second Semester. Mr. Evans
- 2. Harmony**
A course giving a study of scales, keys and intervals and of chords, their construction, classification and progression. Also work in figured bass and in harmonizing melodies.
Two hours credit. First Semester. Mr. Evans
- 3. Band**
Technique of various band instruments and study of band literature. Opportunity is offered for practice and instruction in conducting.
Two hours credit. Each Semester. Mr. Evans

4. Orchestra

Technique of orchestral instruments, study of orchestra literature and experience in accompanying. Opportunity is offered for practice and instruction in conducting.

Two hours credit.

Each Semester.

Mr. Evans

5. Chorus

Principles of tone production and diction in singing. This course includes also a study of choral literature.

Two hours credit.

Each Semester.

Mr. Evans

Note: Courses 3 4 and 5 will ordinarily be offered through enrollment in high school classes. Credit as indicated will be granted for graduation. Several senior colleges offering similar courses will allow transfer credit in certain curricula.

PENMANSHIP**1. Public School Penmanship and Methods**

Practice on penmanship drills to improve the handwriting, criticism, instructions, grading, use of scales in writing, outline of study and methods for use in the grades. One hour of class work per week. Covers state law requirements for teacher's certificate.

First Semester.

Mr. Race

PHYSICAL TRAINING**1. Physical Training**

Two hours per week required of all freshmen, without hours credit. Swimming Instruction is offered for two hours per week for those who wish it. Swimming is not required.

First Semester.

Men, Mr. Hood

Women, Miss Royal

2. Physical Training

Continuation of Course 1. Two hours per week.

Second Semester.

Mr. Hood, Miss Royal

Six lectures on personal and social hygiene will be given to the women during the year

PHYSICS**A. Elementary Physics**

A general course in elementary physics for students entering without high school physics. This course is designed to meet the needs of those lacking physics as an entrance requirement and also those desiring an elementary survey. Along with recitations, discussions, etc., a considerable amount of demonstration is included. A minimum of five class hours is required each week.

Four hours credit.

First Semester.

Mr. Rogers

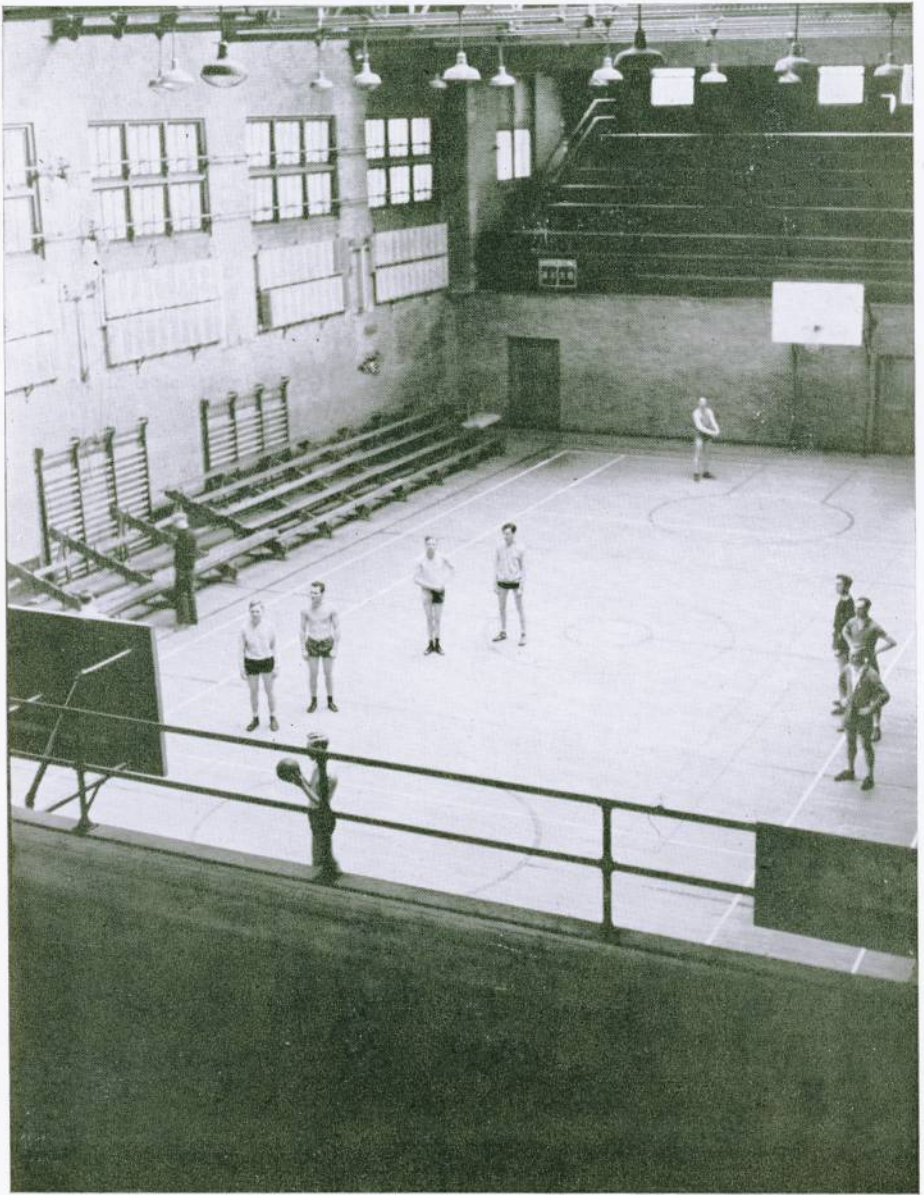
1. General Physics

This course deals with Mechanics, Heat, Magnetism, and Electro-statics. Four hours each week are devoted to recitations, lectures, and quizzes. One three-hour period each week is used for laboratory work. Prerequisites H. S. Physics or Physics A. A knowledge of the fundamentals of trigonometry is desirable. For those electing this course without trigonometry sufficient additional assignment will be made to meet the above requirements. By special permission the requirement of H. S. Physics will be waived for students having the equivalent of Mathematics 5 and 6. Fee, \$3 00.

Four hours credit.

First Semester.

Mr. Rogers



Basketball Practice in the Gymnasium.

2. General Physics

A continuation of Course 1 with a like distribution of hours covering the subjects of sound, electricity and light. Fee, \$3.00
Prerequisite Physics 1.

Four hours credit. Second Semester. Mr. Rogers

21. General Physics and Problems

An extension of Course 1 especially adapted to meet the needs of the Engineering students. The additional work is essentially a problem course in which the fundamental quantitative relationships are more fully developed and applied. Fee, \$3.00 Prerequisite H. S. Physics, or Physics A, Trigonometry and the equivalent of Math. 5 (Math. 5 may by special permission be taken as a parallel course.)

Five hours credit. First Semester. Mr. Rogers

22. General Physics and Problems

An extension of Course 2 for Engineering students, similar in plan to 21 Fee, \$3.00. Prerequisite Physics 21.

Five hours credit. Second Semester. Mr. Rogers

21E. Problems

Designed to supplement Physics 1, making an equivalent of Course 21.

One hour credit. First Semester. Mr. Rogers

22E. Problems

To supplement Physics 2, making an equivalent of Course 22.

One hour credit. Second Semester. Mr. Rogers

24. Engineering Mechanics, Statics

Forces, components, vectors, moments, couples, methods of sections, stress in frame structures analytically and graphically cables, friction, centroids, moments of inertia, shear and bending moment. Textbook Statics, Swinton. (Listed heretofore as Mathematics 24.)

Three hours credit. Second Semester. Mr. Rogers

PHYSIOLOGY AND HYGIENE**1. Elementary Science and Physiology**

This course is to give the pupil a knowledge of some of the fundamentals of science as related to every day living. It is especially for the pupil with no other science training. It will also form a basis for the course in "Health Education" as the physiology of plants and animals, including that of the human body will be stressed. Some opportunity for work on special topics suited to pupil needs will be given.

Four hours credit. First Semester. Mr. Garlock

2. Health Education—Personal Health

Deals with the functions of the various organ systems of the body stressing the means of and rules for maintaining the body in good health. This will include mental and sex hygiene. A special effort will be made to enable the student to properly evaluate health advertising and his present health ideals.

Four hours credit. Second Semester. Mr. Garlock

POLITICAL SCIENCE**A. American Government**

A course of six one-hour lectures covering the form and functions of our federal and state governments, and of counties, cities, and villages, and stressing the rights and responsibilities of citizenship. Required of all candidates for graduation who do not elect at least one credit course in political science or in American history

No hours credit.

1. American Government

A study of the national government and administration. Conducted on the class recitation plan. Open to freshmen and sophomores.

Four hours credit.

First Semester.

Miss Palmer

2. American Government

State and local governments and administration. American party system. A continuation of Course 1.

Four hours credit.

Second Semester.

Miss Palmer

9. Problems of American Citizenship. 1. National and State Practices.

A study of the processes of government which relate to the activities of American citizenship and such problems as propaganda, pressure groups, non-voting, taxation and others which disturb American political life.

Four hours credit.

First Semester.

Miss Palmer

10. Problems of American Citizenship. II. Problems of International Relations.

A study of modern nationalism, and such problems as the causes of wars, means of mediation and arbitration, the foreign policy and international practices of the United States and international situations which concern the welfare of the American citizen.

Four hours credit.

Second Semester.

Miss Palmer

PSYCHOLOGY**1. Applied Psychology—Personal Efficiency**

A study of effective methods of work and other factors essential for a successful college career. Various psychological and other standard tests will be given as an aid in understanding the needs of each member of the class. This personal inventory will be accompanied by exercises and experiments aimed to establish correct habits of study

Three hours credit.

First Semester.

Miss Anschutz

21. Elementary General Psychology

A brief survey of the facts of normal human psychology including some experimental work. Fee \$1.00.

Three hours credit.

Each Semester.

Mr. Butterfield

SECRETARIAL TECHNIQUE

Lectures on special subjects relation of the secretary to the business office office detail and routine, uses, costs, and value of modern improved office appliances. Practice in the use of these office appliances and office methods such as Dictaphone, adding machines, billing typewriters, duplicating machines, stencil cutting, proof-reading, filing, and card indexing.

Three hours credit.

Second Semester.

Mr. TenEyck

SHOP PRACTICE**1. Pattern Making**

A series of patterns are constructed which illustrate clearly the principles of Pattern Making, covering draft, shrinkage, coring etc. Each pattern is moulded, giving the student some foundry practice. Time allotted Four hours a week, one of which is reserved for theory Fee, \$2.00.

Two hours credit.

First Semester.

Mr. Gustin

2. Working, Treating and Welding of Steel

This is a study of the principles relating to the constitution, properties, and application of steel. Manufacturing processes for these metals are outlined. The effects of mechanical working and heat treatment on the properties of various steels are studied and demonstrated. Attention is given to welding practice, as well as methods for protecting ferrous metals against corrosion. One recitation and one three-hour laboratory period a week. Must be accompanied by Chemistry 6. Text H. L. Campbell, The Working, Heat Treating and Welding of Steel. Fee, \$2.00

Two hours credit.

Second Semester.

Mr. Carlson

3. Advanced Pattern Making

Involves the construction of patterns and core boxes for actual machine parts, molded and cast in a commercial foundry under the observation of the class. Several visits to local foundries. Four hours a week, one of which is reserved for theory Fee, \$2.00. Prerequisite Shop 1

Two hours credit.

First Semester.

Mr. Gustin

4. Machine Shop Practice

Bench work (chipping and filing) drilling and study of drilling machines, engine lathe practice, grinding, milling machine, gear cutting, forge work, hardening and tempering. Also the scope and trend of modern shop practice and modern machines used. Six hours per week. Fee, \$2.00.

Two hours credit.

Second Semester.

Mr. Carlson

SHORTHAND**1. Theory of Gregg Shorthand**

Practice in principles, shorthand alphabet, devices for combining sounds, word-building, word signs, phrasing, abbreviation proper arm, hand, and finger movements. A thorough knowledge of the theory will be acquired. This course should be accompanied or preceded by Typing 2 or its equivalent.

Four hours credit.

First Semester.

Mr. TenEyck

2. Continued Practice in Word-Building

Word signs, phrasing, and abbreviations. Dictation of simple letters and original matter. This course should be accompanied or preceded by Typewriting 2.

Four hours credit. Second Semester. Mr. TenEyck

3. Professional Dictation 1

Dictation of business letters, gradually using all kinds of matter to develop a broad shorthand vocabulary. Further training in writing, reading, and transcription of notes. This course must be accompanied by Typewriting 3.

Four hours credit. First Semester. Mr. TenEyck

4. Professional Dictation 2

Dictation of business correspondence, addresses, and lectures, with a view to increasing the student's vocabulary. Emphasis will be placed upon the development of speed in addition to accuracy also knowledge of filing and other secretarial duties. This course must be accompanied by Typewriting 4.

Four hours credit. Second Semester. Mr. TenEyck

SOCIOLOGY**21. Principles of Sociology**

A systematic study of the underlying principles of human association. The general plan followed is to begin with personal relations proceeding thence to the more complex forms of association. Collateral reading will acquaint the student with material available in the field, and afford a broader view of principles involved. Informal discussions centered around textbook assignments and a term paper will be required. Students who are working for the County or State Limited Teachers' Certificate will be assigned special studies in rural problems.

Three hours credit. Each Semester. Miss Hodgson

22. Modern Social Problems

Important facts and points of view dealing with some of the major problems which confront American society will be taken in a rapid survey. Special consideration will be given to the cultural background and inter-relationships of these problems. An analysis of problems existing in our community will be given attention, and will form the background for a term paper. Collateral reading and textbook assignments will furnish material for class discussion. Prerequisite Course 21.

Three hours credit. Second Semester. Miss Hodgson

SPANISH**1. Elementary Course**

Pronunciation. Understanding of grammatical constructions accompanied by exercises and easy composition. Daily oral practice. For transfer purposes this course must be followed by Course 2.

Four hours credit. First Semester. Miss Hellmuth

2. Elementary Course

Continued oral practice. Reading. Grammar accompanied by exercises and easy composition.

Prerequisite Course 1 or one year of high school Spanish.

Four hours credit. Second Semester. Miss Hellmuth

3. Second-Year Spanish

Careful reading and study of representative modern prose of Spain and Spanish America. Review and application of the essential principles of grammar by means of oral and written exercises. Composition one day per week. Continued practice in pronunciation and in hearing the spoken language. Some conversation. Outside reading intended to develop the ability to read rapidly at sight.

Selected texts such as "Jose," "El Tesoro de Gaston," "Dona Clarines," "La Pata de Zorra," etc., for use in class.

Prerequisite One year of college Spanish or two years of high school Spanish.

Four hours credit.

First Semester.

Miss Hellmuth

4. Second-Year, Continued

Read La Prinsa, a Spanish newspaper, one day per week. Prerequisite Course 3 or three years high school Spanish.

Four hours credit.

Second Semester.

Miss Hellmuth

SPEECH**1. Oral Exposition**

A practice course in public speaking which must be taken with English 1E. Written outlines, extempore and impromptu speaking, informal debates, and other exercises. Each student presents about ten five-minute speeches during the semester. Two hours of class-work.

One hour credit.

First Semester.

Mr. Klingbeil

2. Public Speaking for Engineers

A study of the problems of organization, illustration, and effective presentation in public address, affording frequent opportunity for practice and class criticism. This course is to be taken with English 2E.

Two hours credit.

Second Semester.

Mr. Klingbeil

21. Fundamentals of Speech

This course is designed to provide (1) an introductory course in public speaking for those who expect to concentrate in the field of speech, and (2) a course for those who desire to develop proficiency in platform speaking. The work in the course will consist of study, criticism, and practice in the fundamental forms of speaking. Open to all students except freshmen.

Three hours credit.

First Semester.

Mr. Klingbeil

22. Public Speaking

A course in platform theory and practice, designed to provide instruction in the essentials of effective public speaking. Speech materials will be studied and various types of short speeches will be prepared and delivered. Prerequisite Speech 21.

Three hours credit.

Second Semester.

Mr. Klingbeil

23. The Theory of Argumentation

A study of the preparation of short, argumentative speeches for various occasions. Special attention will be given to platform practice, forms of argument, analysis, evidence, and speech organization. Text Argumentation and Debating, by Wm. T. Foster. It is recommended that this course be taken by all Pre-Law students.

Three hours credit.

First Semester.

Mr. Klingbeil

24. The Theory and Practice of Argumentation

A continuation of Speech 23 with practice in long and more specialized argumentative speeches and debates. Particular attention will be given to persuasion, motivation, and audience psychology in argument. Prerequisite Speech 23.

Three hours credit. Second Semester. Mr. Klingbeil

25. Popular Public Speaking

Parliamentary law luncheon club speeches, lodge talks, courtesy speeches, radio speeches, etc. This is a terminal course open to anyone registered in Junior College and to outside people who wish a popular course.

Three hours credit. Second Semester. Mr. Klingbeil

TYPEWRITING**A. Typewriting for Personal Use**

This course is especially designed for students desiring typewriting for personal use rather than for secretarial training. Instruction is given not only in the touch system but in the modern letter styles and the clear effective arrangement of reports and tabulations. The class meets for four laboratory hours per week. Fee, \$2.00

Two hours credit. Each Semester. Mr. TenEyck

1. Use and Care of Typewriter

Exercise for development of proper rhythm, touch, and reach. Writing from various kinds of copy. The aim of course is to give the student a thorough working knowledge of the standard keyboard by the touch method. The class will meet for four laboratory hours per week. Fee, \$2.00

Two hours credit. Each Semester. Mr. TenEyck

2. Continuation of Typewriting 1

Emphasis is placed upon rhythm and accuracy with such development of speed as is practicable. Copying from rough drafts tabulation of reports and statistics addressing of envelopes copying of index cards use of calculating and duplicating machines are included in this course. The class meets for four laboratory hours per week. Fee, \$2.00

Two hours credit. Each Semester. Mr. TenEyck

3. Continuation of Typewriting 2

Instruction in form and arrangement of work mainly transcription of shorthand notes timed tests on the typewriter for accuracy and speed. The class meets for four laboratory hours per week. Open only for students taking Shorthand 3. Fee, \$2.00.

Two hours credit. First Semester. Mr. TenEyck

4. Continuation of Typewriting 3

Mainly transcription of shorthand notes use of duplicating machines continued. Exercises in arrangement of business forms, timed tests for accuracy and speed. Four class periods per week. Open only for students taking Shorthand 4. Fee, \$2.00

Two hours credit. Second Semester. Mr. TenEyck

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